

**Dixon Public Library
Board of Trustees Regular Meeting
September 14, 2026 at 5:30 p.m.
Meeting Minutes**

1) Call to Order

President Nick Haws called the meeting to order at 5:30 p.m.

2) Attendance Roll Call

Present: Library Director Kathleen Schaefer, Library Trustees Nikki Graff, Nick Haws, Tracey Lawton, Carol Linkowski, Kevin Marx, Connor Self, and Leah Stach.

3) Citizens' Comments and Correspondence

None

4) Trustees' Comments

None

5) Approval of Regular Meeting Minutes from August 10, 2026

Kevin Marx made a motion to approve the minutes from the August 10, 2026 Dixon Public Library Board of Trustees meeting, seconded by Tracey Lawton. A roll call vote was taken.

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: abstain

Leah Stach: aye

The motion was carried.

6) Approval of Budget and Finance Committee Meeting Minutes from September 10, 2026

Kevin Marx made a motion to approve the minutes from the September 10, 2026 Budget and Finance Committee meeting, seconded by Tracey Lawton. A roll call vote was taken.

Nikki Graff: aye

Nick Haws: aye

Tracey Lawton: aye

Carol Linkowski: aye

Kevin Marx: aye

Connor Self: aye

Leah Stach: aye

The motion was carried

7) Approval of Building and Grounds Committee Meeting Minutes from September 10, 2026

Tracey Lawton made a motion to approve the minutes from the September 10, 2026 Building and Grounds Committee meeting, seconded by Connor Self. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
Leah Stach: aye
The motion was carried

8) President's Report

President Haws thanked the members of the Building & Grounds and Budget & Finance committees for the work they put in prior to this evening's board meeting.

9) Library Director's Report

Director Schaefer directed the board to her written report and then added some additional information. She said ADS did their inspection and couldn't find 3 detectors, which was marked as a 'failure.' They were eventually found, and Johnson Controls will remove them from the system as they're unnecessary. The electrician who put in new LED bulbs in the youth department mentioned that the utility pole outside the entrance looked problematic, so ComEd is checking on that. Kathleen pointed out that the grant-funded "Memory Bags" are now available for checkout, and this has provided a nice opportunity for outreach to the community. She received another FOIA request and was able to complete it. There was an issue recently with someone posting items on the community bulletin board, and we may need to update (or create) the policy. Kathleen is going to research what other libraries do regarding patrons collecting signatures for campaigns, as that issue popped up recently. Due to the rubber tiles outside of the mini food center degrading, Kathleen asked for a quote from Tyler Venier for pouring a concrete pad, the costs of which will be split with United Way. The Building and Grounds committee will meet to discuss this, and Kevin Marx asked for the discussion to include putting a pad under the bench and garbage can by the front entrance.

Following her report, Kathleen led the board through three sections of the Illinois Public Library Standards to review and consider where goals are being met and where more can be done.

10) Treasurer's Report

a) Tracey Lawton made a motion to approve the Trust Fund Bills and Expenditures for August 2026, seconded by Leah Stach. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
Leah Stach: aye
The motion was carried

Connor Self made a motion to renew maturing CDs #4692 and #0909 at Sauk Valley Bank for 6 months at 3.65%, seconded by Tracey Lawton. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
Leah Stach: aye
The motion was carried

11) Ratification of Library Invoices, Expenditures, and Financial Reports for August 2026

Connor Self made a motion to ratify Library Invoices, Expenditures, and Financial Reports for August 2026, seconded by Leah Stach. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
Leah Stach: aye
The motion was carried

12) Reports from Standing Committees

- i) Building & Grounds: reported on during Unfinished Business
- ii) Personnel & Salaries: none
- iii) By-laws, Policies & Procedures: none.
- iv) Technology & Technology Resources: none
- v) Finance & Budget: reported on during Unfinished Business

13) Regular Calendar Business

- a) Nikki Graff made a motion to approve the following calendar of Board Meeting dates for 2027, seconded by Leah Stach. A roll call vote was taken.

Monday, January 11th
Monday, February 8th
Monday, March 8th
Monday, April 12th
Monday, May 10th
Monday, June 14th
Monday, July 12th
Monday, August 9th
Monday, September 13th
Monday, October 11th (Columbus Day)
Monday, November 8th
Monday, December 13th

Nikki Graff: aye
Nick Haws: aye

Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
Leah Stach: aye
The motion was carried

- b) The item “approve calendar of holiday closures for 2027” was tabled until next month in order to allow the Personnel Committee time to meet and discuss.

14) Unfinished Business

- a) Discussion and possible approval of updated final drawings and revised project budget for the Lower Level Renovation project-
President Nick Haws shared with the board that the recommendation from both the Finance & Budget and Building & Grounds committees, following their meetings earlier this month, is to move forward with the renovation project and send it to the USDA. Tracey Lawton made a motion to approve the updated final drawings and revised project budget for the Lower Level Renovation project, seconded by Connor Self. A roll call vote was taken.

Nikki Graff: aye
Nick Haws: aye
Tracey Lawton: aye
Carol Linkowski: aye
Kevin Marx: aye
Connor Self: aye
Leah Stach: aye
The motion was carried

15) Closed Session

Item tabled until October 2026 meeting.

16) Adjournment

Tracey Lawton made a motion to adjourn the meeting, seconded by Leah Stach. The meeting adjourned at 6:26 pm.

Respectfully submitted,

Nikki Graff