Leach Library Board of Trustees
Draft Meeting minutes
April 2, 2026 at 7:00 PM
Moose Hill Council Chambers, Town Hall, Londonderry NH

Opening: Called to order by Chair Hendricks at 7 PM. Chair also notes that this is a busy week for religious holidays, and no disrespect is intended. However, we have work to do.

Members Present:

- Beth Marrocco, Vice Chair
- Nancy Hendricks, Chair
- Erica Laue, Secretary
- Azra Palo, Treasurer
- Moira Ryan, Trustee
- Donna Plante, Interim Library Director

Members Absent:

- Jan McLaughlin, Trustee

Consent Agenda:

Chair Hendricks notes that BoT is moving to a consent agenda for minutes and similar items. Reads off the next meetings scheduled, regular and special, through the end of June.

Minutes: Vice Chair Marrocco moves to accept consent agenda, Secretary Laue seconds. 4-0-1 passes (Trustee Ryan abstains)

Public Comment:

No public comment.

Staff Reports:

- Interim Director Plante notes that stats for this month are from February due to timing of staff reports with regular meetings.
    - Our cleaners are starting to clean some spaces at the police department, by request of the PD. Cleaning the community room and bathrooms, for a reduced fee from the usual library fee. Been generous in not charging us for the entire building even though we have a contract. They recommend a deep clean before we reoccupy the building, and they'll put together a quote for that.
    - Maintaining the satellite location update so the public can be aware.
    - Chair Hendricks: great press in Derry News!
    - March has a significant drop from normal reference requests, likely due to space.
    - Programming has a small drop, likely because of space changes.
- Circulation and teens: more info on teen programming, circulation stats, similar to reference where there's a small drop due to the temporary space
- Children's services: programs are probably most impacted, numbers-wise, by the temporary location, but are still running and being offered.
    - Upcoming programs: Magic Fred has been rescheduled after the snow cancellation; will be at the YMCA.

- Trustee Ryan: What was the situation with the flag pole? Interim Director Plante: The repair that was brought to the Board has been completed, but updating the baseplate and internal mechanisms need to be addressed. The quote will be considered tonight.

Subcommittee Reports:

- Vice Chair Marrocco: Secretary Laue and I met this week to start looking at the personnel policy; it's difficult with the union negotiations coming up. We'll be working with union reps and staff as appropriate moving forward.
    - Interim Director Plante: Can you please send me postings for the website? Vice Chair Marrocco: Absolutely.

Presentations and Discussion: Intended for showcasing information that needs to be processed, discussed in preparation for voting, or discussed to further the work of the BoT at next meeting.

- **Building Update from Interim Director Plante:**
    - The contract that was worked on with the BoT attorney is in process, but should be completed soon. Then we'll see invoices from ReArch. Same with change orders, things that have been presented and authorized will require a signature.
    - Exterior envelope consultant estimate is sent over. They are doing further exploration of where the leak is coming from and the damage to be repaired.
    - Duct cleaning is done.
    - Carpet cleaning will require BoT decisions this evening to proceed.
    - Analysis of rooftop units has been provided.
    - Insurance claim is still being processed and they are still coming to a settlement number. We don't know yet how much it will be. The later number is the ReArch estimate for the project, but we don't know how much insurance will actually pay.
    - Ceiling tiles have been cleaned, a few do need to be replaced; same with the adult side of the reading room.
    - Shaun Mulholland is still working on the bonds for this work.
    - Mold remediation: lots of it has been done, especially through duct cleaning. The second, more expensive results of the testing mean we need more remediation. EnviroVantage will be able to do it, but not until the week of 4/20. They are coming up with another estimate for the cost of the additional remediation, which will need to be presented to the Town Council.
    - Trustee Ryan: I saw the roof would be on the CIP, which is for 2028. Have they considered if the roof area would need to be replaced, especially the envelope? Interim Director Plante: some of the roof has been recently redone. It has not been part of the conversation in phase one, and in phase two we'll be discussing the rooftop units which are creating a "bowl" on the roof which is causing some problems. I think there will be more to be done over time. The entryway portion will depend in part on the exterior envelope assessment. Mulholland suggested we submit a project "shell," like a library renovation "shell," since we don't have all the answers at the moment. If we get the submission in, we can put in exact quotes as we receive them.
- **Code of Ethics**
    - Vice Chair Marrocco: As a public body, we should be connected by a common expectation of the BoT members. It's not legally binding, we're accountable for our own behavior, and this helps us define the behavioral expectations for all of

us. It was last modified in 2007 and is designed for trustees. Please prepare to discuss and vote on it at the next meeting.
    - Trustee Ryan: The MoU that we signed has us abiding by the town's code of ethics. Why do we need an extra one? Treasurer Palo: This creates public accountability. Secretary Laue: Also is not incompatible with the TC one. Chair Hendricks: Also is specific to libraries.
- **Staff Financial Responsibilities**
    - Chair Hendricks: We need to be clearer about the roles of staff vs BoT, particularly pertaining to finances. Interim Director Plante, please present.
    - Interim Director Plante: I took the breakdown of staff and BoT interactions for financial responsibilities from prior to 2025 and laid them out for review. See document prepared by Interim Director Plante, attached in agenda. Recommends the formalization of a purchasing policy to expedite certain purchases.
        - Notes that some of the processes that staff have historically handled have been taken by the treasurer for the past year, and efficiency has been down because this has been a weekly effort (increased staff time) rather than twice a month. Also increased complications with deposit slips being handled by the treasurer instead of library staff, and filings.
        - Chair Hendricks: Are you currently missing deposit slips? Interim Director Plante: Yes.
    - Discussion will be postponed for a future date. Whose names will be on the account and sign checks? Interim Director Plante recommends Chair and Treasurer, and adding the Director as a non-signatory to facilitate transitions between Boards.
        - Motion by Vice Chair Marrocco to put Chair, Treasurer, and Director on account. Secretary Laue seconds. Unanimous passage 5-0.
        - Motion to put Treasurer Palo and Chair Hendricks as signatories. Secretary Laue moves, Vice Chair Marrocco seconds. Unanimous passage 5-0.
- **Capital Improvement Plan Submissions:**
    - Interim Director Plante: Trying to get certain things added to the budget has been tricky, so showing the town that the library needs CI is important. Mulholland and Interim Director Plante have discussed some options for the current projects that overlap a bit with the CIP. See attachment for the list. Some are already part of the phase two work that is being prepared. Additionally, having some improvement for outdoor programming options would be great.
        - Window coverings would improve energy efficiency and better protect the collections, which are being damaged by some of the light exposure at certain times of day.
        - Acoustics would help us mitigate some of the problems with echo in the space.
        - Items in the right-hand column are to be considered for future budgets, as they don't hit the $100k mark that CIP looks for. Same goes for the database requests.
        - CIP submissions are due May 1st.
        - Treasurer Palo: Top five requests for quotes? Interim Director Plante: Rooftop units, boiler, roof assessment; anything that's going to be part of phase 2.

        - Trustee Ryan: What happens when you submit this list? Interim Director Plante: The committee/group meets in July and begins prioritizing what needs to happen and when based on the master list.
        - Vice Chair Marrocco: Could some of the items, particularly from the right side, be wishlisted to the community? Interim Director Plante: That's a possibility.
        - Treasurer Palo: Not to put too much on the Friends, but have they discussed any of this and their fundraising with you? Interim Director Plante: They haven't tied fundraising to specific purchases, but that could happen. Right now they have a specific focus for the summer.
        - Chair recognizes Linda Lampkin (4 Griffin Road) from the Friends. Linda Lampkin: we did a fall fundraiser for a project that was impacted by the construction, so we may redirect those funds to some of these items. The building closure affects fundraising because it's difficult to have fundraising items on display.
        - Trustee Ryan: What's the status of the MOU between director and Friends? Interim Director Plante: There wasn't a plan for one. Trustee Ryan: What about the picnic tables? Interim Director Plante: one is still present, but the other one was damaged.

Deliberations and Vote:

- **FY27 Insurance Information Requested:** HR requests information regarding open enrollment, per our personnel policy. The personnel policy process was so convoluted that HR wants to know which plan we want to use for dental, as well as buyout options and which plans we will use. Legal advice is to refer to the last policy handbook that was approved and rolled out to staff, which is from April 2025. This is what we will share with HR to use for benefits and plans, etc.
    - Vice Chair Marrocco: Motion to adopt the policies that were identified in the personnel policy dated April 2025. Secretary Laue second. Trustee Ryan discussion: is all information present? Dental is in there. 4-0-1 passes (Trustee Ryan abstains).
    - Interim Director Plante: The April 2025 version was not signed by staff; shall I do that? Chair Hendricks: Yes please.
- **Money and Banking:** Covered above.
- **Funding Requests:** These were all presented at the last meeting for review.
    - **Electrician services:** This is a quote to reposition the hanging lights in the children's room. Total is $3,312.
        - Secretary Laue moves to approve expenditure. Treasurer Palo seconds. Motion passes 4-1 (Trustee Ryan votes against).
        - Interim Director Plante: Should this come from the maintenance line, or the Trustees account? Consensus: maintenance, because we don't know how much we have in the Trustees account.
    - **Flagpole repair and upgrade:** $770.95 for cam cleat, door access, and new flag. Can possibly wait.
        - Consensus: this can wait for next year.
    - **Purchasing new book trucks/carts:** Three different quotes for a variety of quantities, very helpful for temporary site and then likely to replace older carts as necessary.
        - Recommend purchasing three, for $2,046.21 total.

        - Vice Chair Marrocco: Which line item? Interim Director Plante: Equipment, but there was no money in that line and we've already spent that.
        - Colleen Majors (librarian): 2/2026 balance in the Trustee account is $51,633.35
        - Vice Chair Marrocco moves to purchase three carts. Secretary Laue seconds. Motion passes 5-0.
- **Contracts and Invoices:**
    - **Cloud Library (GMILCS):** Interim Director Plante suggests $2,000 to GMILCS, as it's a contribution we choose. Interim Director Plante chose this number based on the cost per circulation on Hoopla for our patrons. We usually do this at the end of the fiscal year, but we can consider it now.
        - Trustee Ryan: Clarifying, does this support the servers we agreed to donate to every year? Interim Director Plante: Yes.
        - Vice Chair Marrocco: Is this a book line? Interim Director Plante: Yes, but next year it will come from the digital services line.
        - Vice Chair Marrocco makes a motion to donate $2,000 to Cloud Library. Secretary Laue seconds the motion. Motion passes 5-0.
    - **Code Red:** $700 as an unexpected expense from the building project; where do we want to pay it from?
        - Trustee Ryan: Can this go through insurance? Interim Director Plante: this was because of the mold remediation, which insurance isn't covering.
        - Secretary Laue: Should the BoT pay it out of the Trustee account? Vice Chair Marrocco: We should overspend so we can give the community a clearer idea of how much it truly costs to run a library.
        - Vice Chair Marrocco makes a motion to pay $700 to Code Red Fire Systems through the maintenance line. Treasurer Palo seconds. Trustee Ryan: Can it come from the electrical budget line? Consensus: that's where the electrical bill is paid from, not electrical maintenance. Motion passes 5-0.
- **Carpet Replacement and Painting Scope:** We can push the carpet to phase two, but it will need to be professionally cleaned if we do this. ReArch is estimating up to three months to do the carpet portion. There is a base area, and two alternates that include more of the library. There is also a request to go above the original, basic rolled carpet that we currently have. A community member who is donating interion design services recommends either a carpet tile or power bond, which is a narrower roll that creates a seal against the floor and would be readily cleaned for remediation. Power bond is also more sound-muffling than the tile, but the tile is easier to replace.
    - Trustee Ryan: Why not hard flooring around the whole building? Interim Director Plante: We would have a huge negative impact for noisiness throughout the library. It would also affect the vibe for the public spaces. In the staff room etc., tile would make sense. Trustee Ryan: How long until we can get materials? Interim Director Plante: Tile seems more available than power bond.
    - Consensus that phase one is appropriate for this. Carpet bond in main area, tile in children's room and staff room.
    - Treasurer Palo moves to bring the carpet and tile estimates and plan to Town Council as we discussed it. Vice Chair Marrocco seconds the motion. Motion passes 5-0.
- **Acceptance of Unanticipated Funds Under RSA 202-A:4-c**
    - **New Hampshire Humanities' Community Project Grant:** $2,000 that reference librarian Becca applied for and won, to be used for summer programming and

offer a larger event than we normally can do. We can put this in the Trustee account, for Trustees to disburse, or put it in library budget with the Town, but the Board would need to reimburse the funds. Consensus is to add it to the budget.
    - Secretary Laue moves to accept the funds and Treasurer Palo seconds the motion. The motion passes 5-0.
- **Acceptance of Personal Property Under RSA 202-A:4-d**
    - **Equipment/supplies: One book truck and two tabletop book racks.** Secretary Laue moves to accept the supplies and Vice Chair Marrocco seconds the motion. Motion passes 5-0.

Public Comment:

- Bob Slater, 1 Stonehenge Road: It's wise to get with the Town Manager and Town Council to have the rooftop units evaluated sooner rather than later. Summer humidity will affect the mold issue, and with boilers potentially not operating to capacity we could potentially have another issue a couple of years down the road. It will cost money to have them evaluated, but would help the CIP proposal. Also put the outside envelope package into the CIP.

Nonpublic Session Requested Under RSA 91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Vice Chair Marrocco moves to go into nonpublic session in accordance with the RSA cited above, seconded by Secretary Laue. Motion passes 5-0 in a roll call vote.

Motion to Reenter Public Session made by Vice Chair Marrocco, seconded by Secretary Laue. Motion passes 5-0 in a roll call vote.

Adjournment: motion made by Secretary Laue, seconded by Vice Chair Marrocco. Motion passes 5-0.

Minutes prepared by Secretary Laue.