Leach Library Board of Trustees
Draft meeting minutes
4/21/2026 at 7:00 PM
Moose Hill Council Chambers, Town Hall, Londonderry NH

Members Present:

- Nancy Hendricks, Chair
- Azra Palo, Treasurer
- Erica Laue, Secretary
- Jan McLaughlin, Trustee
- Moira Ryan, Trustee
- Beth Marrocco, Vice-Chair (joined at approximately 7:45 PM)
- Donna Plante, Interim Library Director

Members Absent:

Call to Order: 7 PM by Chair Hendricks

Consent Agenda:

- Moving forward, Chair Hendricks will read the Leach Library mission statement at the outset of each meeting as we work to rebuild relationships with the staff and the community.
- Chair Hendricks announces that the Town Council has unanimously voted to appoint Maryam Mallick as the seventh trustee, and that she will begin on May 7.
- Next meetings will be 5/7/26 at 7 PM, 5/19/26 at 7 PM, 6/4/26 at 7 PM, and 6/25/26 at 7 PM.
- **Secretary Laue moves to accept the consent agenda, seconded by Treasurer Palo.** Trustee McLaughlin notes that some meeting dates are difficult. **Motion passes 4-1, Trustee Ryan opposing.**

Public Comment:

Committee Reports:

- Bylaws subcommittee will begin working in May 2026 and will report following those meetings.

Presentations and Discussion:

- Charitable Trusts Unit Training Recap:
    - Interim Director Plante: The Board is already doing several things correctly in terms of accepting donations and reporting them annually. Currently, private donations are accepted into the Trustee account but purchases are sometimes made through the book account; we may look at changing that for increased transparency in the future.
        - Trustee McLaughlin: How should we manage similar situations through the Friends? Chair Hendricks: We'll follow up on that with Amy.
    - Interim Director Plante: The Treasurer should keep track of those funds, particularly when they're earmarked, so we know what money is restricted for

specific purposes and what is available for broader purchases. Friends funds kept at the library or passed through the staff should be covered by an MOA or MOU. They recommend internal controls, such as a purchasing policy, for funds such as these. There is a document attached to the agenda that reflects some of these options. They also recommend a policy specific for the book sale; it is unusual for the Trustees to oversee the book sale, which is normally run by the Friends. A policy should be crafted to manage this for the Trustees, to include the price list of items in the sale, unless we shift it to the Friends; if we do that, we should consult with the NH Municipal Association for guidance.
        - The question of physical donations came up: they do not need to be reported, but high-value items should be. A recommendation for how to judge that would be a dollar amount established in the aforementioned recommended policy.
    - Treasurer Palo: There are some additional topics that will be covered under the discussion of the ad hoc financial committee.
    - Trustee Ryan: What about creating fundraising options for direct donations to the library? Cha Hendricks: This sounds promising. Interim Director Plante: Collaborate with the Friends for the benefit of all.
- FY26 Budget Update:
    - Interim Director Plante: The ReArch expenses are not posted yet, and will probably all come in at once, so we are not over our budget yet but will be soon. Town Manager Mulholland has asked us to behave as though we're in a budget freeze for the remaining of the fiscal year, without affecting staff payments or other necessary expenditures. The movement of the lights in the children's room was given as an example of an expenditure that could be delayed until after EOY. The insurance claim numbers came out positively for the town, so the portion that will be paid for materials and furniture arrived today and the portion for the building will be released when the building work is complete.
    - Trustee McLaughlin: Could any of it be delayed? We don't have a building to put them in. Interim Director Plante: There is public image to consider- if people walk in with nothing to show for the closure, that would be bad. The carpeting project should be completed late June or early July. Treasurer Palo: If the money has already been marked, then we should do it. Interim Director Plante: The delivery date for the furniture is 6-8 weeks, and the mold should be remediated well in advance of that date. The furniture can be stored in the areas that aren't being recarpeted. Interim Director Plante will bring furniture recommendations to the next meeting.
    - Trustee Ryan: Would an online wishlist be a viable option? Interim Director Plante: Yes.
    - Interim Director Plante: As a heads up for FY2027, we will be examining the budget sooner than we typically would. The town departments will need to provide their first proposed budgets by the end of July instead of October. Recommend forming a budget subcommittee.
    - Trustee McLaughlin: Clarify what's going to be frozen for the rest of the FY. Interim Director Plante: Examples would be things like the flag pole repair, the Code Red invoice, the moving of the lights in the children's room. Chair Hendricks: Discretionary spending, not essential services. Trustee McLaughlin: What about book ordering? Interim Director Plante: That's covered under the book account and won't save any money. Supplies are likely the best way to cut spending from the library, and we're already being very conservative about that.

    - Trustee McLaughlin: The paving for the school district office went farther into our area than we expected. Can we use some of that space for summer programming? Interim Director Plante: It did! We're in discussions with LAFA to use their pavilion over the summer.
- Ad Hoc Financial and Budget Committee:
    - Treasurer Palo: The purpose is to answer current questions and discussions to move forward with the AG's office and staff.
    - Chair Hendricks: Vice Chair Marrocco has said that she would be glad to be on the committee. Secretary Laue will volunteer, and Treasurer Palo will as well.
- Building Update:
    - Interim Director Plante: ReArch is still working on the contract and Attorney Devoe is finalizing that with them. All the invoices will likely come through at that time. ENE assessed the rooftop units and boiler, and should have an estimate for us next week.
        - Trustee McLaughlin: Will we get other estimates? Interim Director Plante: Yes, because that's how it goes under the town's purchasing policy.
    - Interim Director Plante: At least one of the units dates from the original HVAC install in the 90s. The unit that covers the historical materials hasn't been working since 2017. Erin Matlin prepared a document that tracks replacements and maintenance.
    - Interim Director Plante: The boiler is cast iron and doesn't clearly indicate immediate replacement, but it's inefficient and it isn't a good sign that so many components have needed replacement, so it would be reasonable to include something like this in the CIP.
    - Interim Director Plante: EnviroVantage is doing the last piece of remediation. We don't have the exact number yet. They're communicating with ReArch directly. ReArch wants to know if repairing some of the ceiling in the entryway with tiles, for ease of access in the future, is an option. There are no costs yet. Board consensus is that, costs permitting, tile would be a good option.
- Summer Reading Program and Summer Hours Update:
    - Interim Director Plante: The Board is keeping the same summer hours this year, but we have not established a start date for them. Recommendation is that we start summer reading registration the same day we start summer hours, which would be 6/15, due to the current library situation. Registration would be available 6/1, but prizes etc. would start on 6/15. Consensus from the Board is this is acceptable.
    - NH Humanities' Community Project Grant:
        - Interim Director Plante: Based on the Charitable Trust Unit meeting, we should clearly note how that money is being accepted and paid through the Trustee account. The performer will be covered by the grant and private donations which have already been earmarked, but the Trustees will be reimbursed for the portion covered by donations. The total cost of the performer is $2,522.00, and the Friends of Music and the Friends of the Library are covering the $522.
            - Consensus agreement from the Board.

Deliberations and Vote:

- NHLTA Code of Ethics:
    - Trustee McLaughlin: Our MOA with the town references the town's code of ethics, so is it necessary to have a separate one? Chair Hendricks: We had this

discussion already, and yes. Trustee Ryan: The way it's written is not wholly professional, and I would propose some alterations to clean up the language. Chair Hendricks: This can be a living document, but we're preparing to vote on it.
    - **Secretary Laue moves to accept the NHLTA Code of Ethics, Vice Chair Marrocco seconds. Motion passes 4-2, with Trustees McLaughlin and Ryan voting nay.**
- Staff Financial Responsibilities:
    - Trustee Ryan: This doesn't clearly delineate the distinctions between some of the roles of the staff and the Board, which may miss internal controls. Having a manifest of what transactions have occurred would be good. Chair Hendricks: Is that not covered by the Treasurer's report or monthly reports? Interim Director Plante: That could be included in the Treasurer's report, and it could also be printed by the library. Trustee McLaughlin: We had discussed a manifest. Chair Hendricks: We need to get our house cleaned up before we make any changes to it. Let's get up-to-date information from Treasurer Palo and Interim Director Plante and then determine if we need further information.
        - Trustee McLaughlin objects to the designation of the library's finances as a train wreck.
        - Further discussion of how to ensure internal control and whether further oversight is necessary.
    - Interim Director Plante: The document refers to a purchasing policy, which does not exist. Chair Hendricks: By consensus, let's remove that for now because the financial subcommittee will address that.
    - **Secretary Laue moves to accept this as a living document. Vice Chair Marrocco seconds. Motion passes 4-2, with Trustees McLaughlin and Ryan voting nay.**
- CIP Submissions FY2028-2033:
    - Interim Director Plante: Recommend submitting two CIP proposals. One would be for the phase two items, and one would be a children's room project. That could include the lights, carpentry, paint, an accessible door, etc. Ballpark based on staff estimates is $150,000.
        - Trustee McLaughlin: Could we add accessible bathroom doors to a proposal? Interim Director Plante: Yes, we could add that. Trustee McLaughlin: And the back door, even though it's locked? Interim Director Plante: Yes, it's on my list to discuss with Dave per the parking lot project. It may need to become a public entrance, or a consistent staff entrance, rather than just an emergency exit.
        - Trustee Ryan: How do you plan to do these submissions? Interim Director Plante: We have to identify a guess about which fiscal year we want to do each project. There has also been discussion about some of the phase two items as a warrant article, which would do the whole cost at once. Trustee McLaughlin: What about charitable grants? Interim Director Plante: I will be keeping an eye on that. The eligibility for many of those grants is often tied to free and reduced lunch eligibility, which we often don't. Trustee Ryan: The Disability Rights Center could potentially fund some of the door items, especially. Vice Chair Marrocco: We as Board members could potentially initiate that. Treasurer Palo: And ask other Boards how they've handled this.
        - Interim Director Plante: This is due May 1.

- **Treasurer Palo moves to permit Interim Director Plante to submit the CIP for the 5/1 deadline, seconded by Vice Chair Marrocco. Motion passes unanimously 6-0.**
- Interim Director Plante: There is an NHLTA conference on 5/27, if anyone is interested in attending.

Public Comment:

Adjournment: We are committed to rebuilding and reopening our library, meeting the needs of our community, and rebuilding trust with our staff and our community. Motion to adjourn made by Trustee McLaughlin, seconded by Vice Chair Marrocco. Motion passes unanimously. Meeting adjourned at 8:28 PM.

Minutes prepared by Secretary Laue.