Leach Library Board of Trustees – Financial Ad Hoc Committee
Draft Meeting minutes
May 6, 2026 at 7 PM
Sunnycrest Conference Room, Town Hall, Londonderry NH

Members Present:

- Beth Marrocco, Vice-Chair
- Azra Palo, Treasurer
- Erica Laue, Secretary
- Donna Plante, Interim Library Director
- Colleen Magdziars, Senior Library Technician

Call to Order: Meeting called to order by Treasurer Palo at 6:54 PM.

Presentations and Discussion:

- Purpose of Ad Hoc Committee: Treasurer Palo states that the purpose of the ad hoc committee is to address questions about the Board and library finances, as well as to streamline the financial portion of regular and special Board meetings.
    - Interim Director Plante notes that this group will prepare next year's budget as well.
- Next Fiscal Year Timeline: Interim Director Plante reports that the budget timeline is being shifted by the Town Manager to better align with the town's strategic plan. FY27 will be discussed earlier than the usual September initiation process as a means of preparing for that. The library does not have to follow the town's strategic plan timeline, but we do have to follow the budget timeline. It would be nice for the library to have its own strategic plan for a variety of reasons; this is not something that has been done before, and it would likely be a multi-year process.
    - We have been asked to have a budget approved by the full Board by the end of July 2026. Board of Trustee meetings are scheduled for July 9 and 22; we should be prepared to present the budget on the 9th and vote on the 22nd. Interim Director Plante suggests two meetings each in May and June to discuss the budget and individual line items.
    - Treasurer Palo suggests using Doodle to schedule with each other, as the end of the school year is crowding calendars.
    - Interim Director Plante recommends waiting to do the salary portion of the budget until June, due to town input, but management services, the book line, maintenance, etc. are good places to start. She will provide 3 FY's worth of maintenance and utilities records and budgeting for us to prepare at the next ad hoc committee meeting.
- Financial Policy Plan: Interim Director Plante shares two sample purchasing policies, one based on the town's policy and one based off the Brookline Public Library policy. It would be worth considering if elements of both policies should be utilized in ours.
    - An example would be the $2,500 approval line for purchases. This number is higher than the historical practice has been, but is based on both policies. Historically we have used a $1,000 purchase limit as the practice, specifically for a single item (i.e. a photocopier) rather than a purchase of multiple items (i.e. multiple library carts or other materials). If the intention is to have a protocol for single expensive items, the policy should be explicit about that.

        - Vice Chair Marrocco notes that specifying the nature of the purchases makes sense, in deference to the staff's expertise and out of a concern about time-sensitive purchases (i.e. a limited time discount, a broken printer creating significant hassle for the staff). Group consensus is that having language to clarify this practice would be a good idea.
    - Also note that the Charitable Trust Unit recommended internal controls, which could be stated in the purchasing policy.
    - This is a document that we will need to present to the Board of Trustees for a vote when it is ready.
- Treasurer Palo notes that the Budget Committee Liaison, Nicole Dery, has reached out to build a relationship with the Board of Trustees.
- Organizing Donations from Trustee Account: Treasurer Palo states that this item references the account used for charitable donations and other specific funding that is not the book account.
    - Interim Director Plante reports that Erin Matlin prepared workbooks for the past few FYs to track the money that has been provided and has been spent, or unused, is earmarked, etc. Having this information allows us to have transparency with the Charitable Trust Unit and others on how the money is specifically allocated. It would be helpful to have the workbooks merged into one file.
    - Part of the issue is the fact that there are numerous years' worth of material to be accounted for. Interim Director Plante recommends picking a date and squaring it from then to the present; she recommends starting with FY22, which would give us five years of data.
        - Colleen points out that the funding information is in the Trustee meeting minutes, because funds need to be accepted by vote.
    - Interim Director Plante points out as well that there will be times when funding is difficult to track because there was a prior Trustee practice of using the Trustee account to pay into the Book account at times, which we now know is not appropriate. The easiest funding to pull from totals will be accrued interest and book sale funds.
        - Vice Chair Marrocco asks if it's standard for library boards to manage book sale funds; Interim Director Plante indicates that it is not, and Treasurer Palo notes that as we figure out the account issues we can choose to change the possession of the book sale funds.
    - Treasurer Palo would like to address the manner in which we track donations. The library currently uses Quicken, but that is only for the Book account. In order to use it or something like it for the Trustee account, further research and information is needed.
        - Interim Director Plante recommends asking the GMILCS boards about their templates. Vice Chair Marrocco notes that the NHLTA might have suggestions too.
    - The quarterly internal financial reports will be on the agenda for 5/7/26.
        - Vice Chair Marrocco suggests that they can be approved, and if a discrepancy is noted we can bring that to the attention of the Board.
- Treasurer Palo will be bringing a checking account issue to the Board's attention on 5/7/26, because the name on the account is incorrect on the checks and the deposit slips (Trust instead of Trustee); the bank has the official name on the account correct, but the materials should be accurate.
    - Will also be addressing appropriate storage of materials such as the checkbook, as opposed to storing it in a private residence.

    - Interim Director Plante also requests documentation of the items that are missing or otherwise unaccounted for, for auditing purposes. These include deposit slips, and the Citizen's Bank checkbook and register, which have not been returned from the previous Treasurer.
- Interim Director Plante indicates that the Board should take public accountability for the current documentation situation.

Action Items:

- Prepare draft purchasing policies based on the Brookline Public Library version, to be reviewed and compiled at the next Ad Hoc Committee meeting.
- Interim Director Plante will contact GMILCS boards about their donations tracking practices.
- Vice Chair Marrocco will contact the NHLTA about their suggestions regarding donation tracking services.
- In the interim, knowing that the Trustee account is not clearly delineated as far as restricted/designated funds are concerned, any purchases from it must be made carefully.
- Interim Director Plante will send digital copies of the maintenance and utilities budget lines from the last three FYs for budget preparation.
- Treasurer Palo will present the update from this meeting to the full Board on 5/7/26.

Public Comment: None.

Adjournment: Meeting adjourned by Treasurer Palo at 8:04 PM.

Minutes prepared by Secretary Laue.