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

Members Present:

- Nancy Hendricks, Chair
- Beth Marrocco, Vice-Chair
- Azra Palo, Treasurer
- Erica Laue, Secretary
- Maryam Mallick, Trustee
- Donna Plante, Interim Library Director
- Megan Donovan, Head of Circulation Services

Members Absent:

- Jan McLaughlin, Trustee
- Moira Ryan, Trustee

Call to Order: Meeting called to order by Chair Hendricks at 7:01 PM.

Introduction of Trustee Mallick and reading of the Leach Library mission statement.

Consent Agenda: Moved to accept by Secretary Laue, seconded by Vice Chair Marrocco. Consent agenda accepted unanimously.

- April 21, 2026 special meeting minutes
- April 21, 2026 nonpublic session minutes
- Meeting schedule:
    - 5/19/26
    - 6/4/26
    - 6/25/26
    - 7/9/26
    - 7/22/26

Public Comment: None.

Staff Reports: Provided by Interim Director Plante

- The cleaning company has agreed to assist with cleaning at LPD as requested to accommodate the extra foot traffic from the library and assist with cost reduction.
- Elevator service is suspended during mold remediation, and will incur a fee to reinstate when inspected after remediation is done.
- A boiler stopped working and was less than responsive to being restarted; a motor needs replacement and the fee for that is not yet reflected in tonight's paperwork but will go in the maintenance line of the budget. The total HVAC fee is over $1,900.
- The staff development day went over well! Lots of success and positives.
- Data for the public library survey has been submitted.
- The CIP requests have been submitted, per Board approval.

- The news release for the public regarding building status and summer reading has been submitted as well.
- The Friends sponsored two new museum passes, which are now available to reserve online.
- A reminder that the spring NHLTA conference is being held in Manchester at the end of May.
- Summer reading registration begins on 6/15.
- Two staff members attended the Children's Literacy Foundation conference in Lebanon.
- The YMCA of Greater Londonderry was a big help with the Magic Fred performance on 4/7, which was the best-attended children's event since the building closed.
- Statistical update from Ms. Donovan: details are in the agenda attachments, but the summary is that our community is making the best of a bad building situation. GMILCS libraries have provided a substantial "third space" for our browsing-intensive population, and we had 54 new cardholders this month! A special thanks to the Londonderry Arts Council and Miss Greater Derry's Teen for a special maker lab art studio event.
    - We will be partnering with the LPD Association to obtain a special license to screen a movie on the town common on 6/5.

Treasurer's Report: Provided by Treasurer Palo

- Thank you to librarian Colleen Magdziarz for compiling the financial data!

Committee Reports:

- Ad hoc financial committee, presented by Treasurer Palo: We will be planning the budget, which is due in July. We are also trying to get the trustee account in order, as there has been insufficient tracking of specific donations.
    - This committee does not have decisionmaking powers, but creates the documentation to be reviewed and approved by the full Board.
    - All meetings are posted, recorded, and have minutes provided in compliance with state law.
    - Vice Chair Marrocco: There has been significant difficulty with the transfers of funds, changing banks, and insufficient documentation and record-keeping regarding trustee finances over the past year. We are working to be transparent and provide documentation, but it is an ongoing process.
    - Chair Hendricks: Where are the largest deficits in our documentation? Treasurer Palo: Previous members of the Board have not kept track of deposit slips, which means we can't officially record our financial activities for audits. There are voided checks that are missing, and they were not voided in accordance with proper procedure.
    - Having the ad hoc committee working to make these processes official and the documentation formalized will be very helpful for preventing this kind of problem in the future.
    - The liaison from the town's Budget Committee has reached out to us as well to build a working relationship.
    - Interim Director Plante clarifies that the issues we're looking at are specific to the accounts managed by the Trustees, specifically the trustee account, and is not an issue of mismanagement by the library staff. The Board concurs.
- Bylaws: There will be an initial meeting on 5/20 at 6 PM, location TBD.

Presentations and Discussion:

- Building Update, presented by Interim Director Plante: The update has been sent out to the public. We are hoping to reopen the building in August. The contract was signed by ReArch, so work should be able to proceed. The Town Council has authorized $94,518 in additional funds for this project, including remediation work and replacing the carpet in the staff break room with tile. There were two additional holes found in the roof that required repair as well.
    - Chair Hendricks: This authorization is significant because we anticipated requesting approximately $40,000, and had to increase the amount at the last minute. The town council has been very supportive and voted unanimously to approve the funding.
    - EnviroVantage is continuing the remediation work, and has rearranged their schedule to work on our building sooner. The children's room will be their primary work area next week, and thus staff will have limited to no access to that space.
    - Insulation and drywall will be the next step, followed by carpeting once that order is delivered. There will likely be a lull in the work due to the delay on the carpet.
    - A conversation with Town Manager Mullholland indicates that there may be some money available to help complete some of the higher-priority work for Phase Two, such as the exterior envelope recommendations and engineering recommendations for the rooftop units. It is being recommended that the library rent some humidity control units for the summer, to be requested from the Town Council on 5/18.
        - The estimate on the preventative measures from ReArch is $494,012.00, not including additional remediation.
        - **Vice Chair Marrocco makes a motion to accept ReArch's proposal of $494,012 plus the additional cost of rental units and glycol installation, seconded by Secretary Laue, to recommend the expenditure to Town Council. Motion passes 5-0.**
- Town complex parking lot expansion impacts, presented by Interim Director Plante: The question is whether the Board wants library staff to use the building disruption as an opportunity to rearrange the main reading room. High school students are going to be encouraged to have greater foot traffic through this lot, as opposed to down by the fire station. A potential benefit to patrons would be to make the emergency exit function as a secondary entrance to the library.
    - ReArch would recommend building a vestibule there, for heat retention in the winter.
    - The current handicap parking situation is also a frequent source of complaints and creates a negative experience for our library users. A potential opportunity is to add handicapped parking in the front (current) parking lot if we turn the emergency exit into a regular entrance.
    - If we begin by changing the layout of the shelves and the collections that are housed in them when we move back into the space, that sets us up for future flexibility. Is this worth our time?
    - Chair Hendricks: We do need to know about the bottom line. Town Council only has so many resources and we're taking a lot right now. How feasible would that be? Interim Director Plante: The entrance work would be a CIP submission. This is focusing on laying the initial groundwork to make it an easier project in the future. Treasurer Palo: It makes sense, as long as we can be mindful of the time cost and the substantial work responsibilities of staff.
    - Consent from the Board to move forward with it.

Deliberations and Vote:

- Quarterly internal financial reports: Treasurer Palo presents the compilation work of Interim Director Plante and Colleen Magdziarz.
    - The reports reflect the fund movement with the banking transition. These reports reflect the first three quarters of FY26.
    - Vice Chair Marrocco notes that there may need to be modifications in the future to reflect findings from financial house-keeping. Also, the money in the trustee account is a combination of funds that are available to use and funds that were given with a specific designation and are not available for other purposes.
        - Money spent by the staff comes from the budget, and has all been accounted for.
    - **Vice Chair Marrocco moves to accept the financial reporting July 1, 2025 through March 31, 2026, seconded by Trustee Mallick. Motion passes 5-0.**
- Funding requests: Presented by Interim Director Plante.
    - Three additional exterior rodent stations: Pest control has found activity inside the building and recommends three additional stations for $180 total. **Secretary Laue moves to accept the expenditure, seconded by Vice Chair Marrocco. Motion passes 5-0.**
    - Emergency light battery replacement: Five batteries need replacing, for a total cost of $635. **Secretary Laue moves to accept the expenditure, seconded by Treasurer Palo. Motion passes 5-0.**
    - Summer reading programs: The staff has brought in a significantly higher amount in private funding for these programs than we have seen in previous years. Good work!
        - Request for FY 25-26 is $2,574.35
        - Request for FY 26-27 is $5,204.07
        - These come out of the management services line of the budget.
        - **Secretary Laue moves to approve the expenditure of $2,574.35 for FY25-26, seconded by Vice Chair Marrocco. Motion passes 5-0.**
        - **Secretary Laue moves to approve the expenditure of $5,204.07 for FY26-27, seconded by Vice Chair Marrocco. Motion passes 5-0.**
    - NH women's leadership conference (FY27): This item will come out of the next FY budget, but registration is constrained so the expenditure would need to happen earlier. The cost is $175 from the seminar and workshop line, and mileage out of the travel line of the budget.
        - **Secretary Laue moves to approve the expenditure of $175 and mileage as appropriate, seconded by Trustee Mallick. Motion passes 5-0.**
- Teen area furniture replacement plan: This is from the insurance funding available due to the damage that was done in the leak. The recommendation is to purchase all items except the new dividers in the document, which can be purchased in the next FY.
    - **Secretary Laue moves to approve the expenditure of $4,466.46, seconded by Treasurer Mallick. Motion Passes 5-0.**
- Acceptance of unanticipated funds under RSA 202-A:4-c
    - Friends of the Leach Library: $200 for New England Aquarium summer pass.
    - Londonderry Friends of Music: $250 to co-sponsor the Akwaaba Ensemble performance
    - NH Float Therapy: One session gift certificate for adult summer reading prize ($79 value)
    - O'Neil Cinemas: Four movie vouchers for adult summer reading prizes ($56 value)

    - Backyard Brewery: Two $25 gift cards for adult summer reading prizes
    - Moose Hill Orchards/Mack's Apples: Two $25 gift cards for adult summer reading prizes
    - **Secretary Laue moves to accept these unanticipated funds under RSA 202-A:4-c, seconded by Trustee Mallick. Motion passes 5-0.**
- Interim Director Plante: Derry Medical Center Charitable Foundation has offered a donation, as they do every year, and we recommend using it to purchase more Wonder Books for the children's collection. Consent from the Board for the recommendation.
    - The electrical work for the light movement in the children's room needs to be formally rescinded. **Secretary Laue moves to formally revoke the Board's approval for moving the lights in the children's room, seconded by Vice Chair Marrocco. Motion passes 5-0.**

Public Comment: None.

Motion to Enter Nonpublic Session made by Secretary Laue at 8:20 PM. Roll call vote unanimous in favor.

Specific Statutory Reason:

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.

Unanimous roll call vote to approve entering nonpublic.

Discussion points:

- Four staff members are up for review, including Interim Director Plante. Her review date is next week, but the paperwork is dated for 5/19 because that's the next meeting. We will do Interim Director Plante's review after the regular meeting on 5/19.
- Becca is the senior reference and adult services librarian. Interim Director Plante recommends a 3.5% merit increase in her pay, which would mean a total of $30.82/hour for her payment.
    - **Secretary Laue moves to approve the 3.5% pay increase for Becca, seconded by Vice Chair Marrocco. Motion passes 5-0.**
- Jen is the head of children's services and has taken on some assistant director responsibilities. Interim Director Plante recommends a 3.5% merit increase in her pay, which would mean a lump sum payment $2,932.80 because she is at the top of her salary range.
    - **Secretary Laue moves to approve the lump sum payment of $2,932.80 to Jen, seconded by Trustee Mallick. Motion passes 5-0.**
- Nick is the circulation librarian. His supervisor, Megan Donovan, and Interim Director Plante are both recommending that he get promoted to Senior Circulation Librarian. His compensation would be $29.79/hour, or $61,464.00 per year, which is an 8% increase over his current position.
    - If the promotion is not feasible, Megan recommends a 3.5% merit increase.
    - **Treasurer Palo moves to promote Nick to Senior Circulation Librarian, with an annual salary of $61,963.20, seconded by Secretary Laue. Motion passes 5-0.**

- After Interim Director Plante noticed an error in the pay chart, **Secretary Laue moves to modify the annual salary of the Senior Circulation Librarian position to $61,464.00, seconded by Vice Chair Marrocco. Motion passes 5-0.**

Motion to leave nonpublic session made by Secretary Laue, seconded by Treasurer Palo, at 9:00 PM.

Roll call vote to approve leaving nonpublic session. Motion passes unanimously.

Motion to Enter Nonpublic Session made by Chair Hendricks at 9:01 PM.

Specific Statutory Reason:

RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

Unanimous roll call vote to approve entering nonpublic.

Motion to leave nonpublic session made by Secretary Laue at 9:14 PM, seconded by Vice Chair Marrocco.

Roll call vote to approve leaving nonpublic session passes unanimously.

Motion to seal the records for five years made by Secretary Laue and seconded by Vice Chair Marrocco, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Motion to adjourn made by Secretary Laue, seconded by Vice Chair Marrocco, at 9:17 PM. Motion passes unanimously.

Minutes prepared by Secretary Laue.