Leach Library Board of Trustees
Ad Hoc Financial Committee
Draft Meeting minutes
May 13, 2026 at 7:00 PM
Sunnycrest Meeting Room, Town Hall, Londonderry NH

Members Present:

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

Call to Order: Meeting called to order at 7:00 PM by Treasurer Palo.

New Business and Discussion:

- 2027-28 Maintenance and Utilities Budget Lines: Interim Director Plante presented the detailed expense ledgers for maintenance and utilities for FY 24, 25, and 26. There are line items- snow removal and telephone services- that exist in the budget as $0 because the town currently covers those costs. Interim Director Plante's suggestions:
    - Custodial services were steady for three years and we are hopeful that there will be no change for FY28, but Interim Director Plante will reach out to the company to confirm their anticipated costs for the next year.
    - Electric services are a proposed cut; the FY26 number is based on nine months of use, which reflects the building closure starting in January. The new rooftop units will likely affect this number as well. The rate may also change based on where the town is in its contract with the supplier- Treasurer Palo will follow up with the Budget Committee to gain insight.
    - Heat and oil was likely cut too much for FY27. The budgeted amount for prior fiscal years seems to have been too high based on actual expenditures. Our heat is natural gas, so pricing trends will have to be evaluated accordingly. Treasurer Palo will confirm with the Budget Committee how best to account for that in projections.
        - The boiler that we use has received preventative maintenance through ENE, and a replacement has been proposed as part of the CIP.
    - Water services, similarly, would benefit from insights from the Budget Committee.
    - For maintenance, we have overspent this line for several years in a row.
        - Right now this line has the public photocopier in it; it would make sense to move it to the printing line, but we either have to move money from this budget line or add money to the printer line.
        - The Board will benefit from considering Town Councilor Shaun Faber's proposal to break out the maintenance line to more clearly delineate the library's vs the town's responsibilities for maintenance. This is borne out of the deferred maintenance that has led to the building closure and the library not having the financial capacity to take on all of the financial responsibility for the building. One option he suggested was to formally hand over maintenance responsibilities wholly to the town, which has benefits and drawbacks. It could also be addressed as an MOA with

compromises, such as a dollar amount beyond which maintenance becomes the town's responsibility.
        - This is a topic for further discussion and consideration.
- For the next meeting, we will look at the supply and management services lines. This includes an office supply line and a line dealing with processing. Management services includes programming.

Old Business and Discussion:

- Purchasing Policy: The dollar amount that we want to set as the benchmark for needing Board approval, and which items are exceptions to that dollar amount, are the areas that need to be addressed before presenting the policy to the Board for review and approval. Right now we are using the Brookline Public Library's policy as a template, with appropriate modifications adopted from Londonderry's purchasing policy.
    - Interim Director Plante recommends removing "professional services" from the exceptions because it is a vague item. Subcommittee agrees.
    - The current practice is to cap unapproved purchases at $1,000, which has not placed an undue burden on the library's purchasing practices. The $2,500 in the draft is based on the town's policy. A $1,500 cap would allow for a little more flexibility, while still reflecting the intent of the policy and the Board's preferences.
    - The requirement to solicit multiple quotes for up to $10,000 would benefit from a clarification in exceptions that allows for repairs done with an already-contracted provider (i.e. boiler repair done with ENE, who already provides the service).
    - For the sealed bid provision, following the town's current procedure makes sense; using the language "may" gives the Board flexibility to address unforeseen circumstances.
    - Under exemptions, we would also add language clarifying that the exemptions are only available to quote solicitation and preauthorization.
    - For the ethics: add the line regarding the discovery of a potential conflict of interest and clarify notification timelines.
    - Deselection of items/property disposition: there is a policy in place already for the Library collection, but it does not cover technology or furniture. Modify the verbiage in the Town's version.
- Organizing Trustee Donations: Interim Director Plante asked the GMILCS Boards about how they organize their donations; three have responded, including Rogers, Manchester, and Derry. Manchester is a city library, so is more complex, but the Rogers and Derry versions are simple and consistent with each other.
    - They both cover what was accepted by their Boards, but do not track the expenditures of those funds.
    - The tracker that was developed by Erin Matlin is consistent with these trackers.
    - Vice Chair Marrocco: the NHLTA has not responded. Can we ask the Charitable Trust Unit for an example from a nonprofit? We don't need the details, but the skeleton. Ideally this will be something that doesn't require additional software to use.

Action Items:

- Interim Director Plante will forward the MOA between the Town and the library.
- Interim Director Plante will send along the budget information for management services and supply, so we can address them at the next meeting.

- Treasurer Palo will ask the Budget Committee about heat, electric, and water trends and usage.
- Treasurer Palo will ask the CTU for an example of a nonprofit trust tracker.
- Put the purchasing policy draft on the June 4 Board agenda.
- Interim Director Plante will inquire about room availability for Wednesday, 5/27 at 7 PM.

Public Comment:

- Ray Breslin, 3 Gary Drive: Salem has a DPW official whose job is specifically to address town buildings, and work with contractors on retainer. This kind of arrangement could be an option for ensuring that ongoing maintenance is done correctly and in a timely manner, to prevent building closures like we're currently dealing with. This builds off of Town Councilor Faber's suggestion about the library's maintenance line and responsibilities. Mr. Breslin also offered positive feedback about a recent library experience.

Adjournment: Treasurer Palo moves to adjourn the meeting at 8:17 PM. Consensus.

Minutes prepared by Secretary Laue.