Leach Library Board of Trustees
Ad Hoc Financial Committee
Draft Meeting minutes
May 27, 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 7:01 PM by Treasurer Palo.

New Business and Discussion:

- 2027-28 Supply and Management Services Budget Lines: This fiscal year is the first time we will be breaking Management Services into separate line items to clarify for the Board and the public what services this line item covers.
    - These lines are currently listed on the FY27 budget as zero, but a request will be brought to the Board to "move" money into those lines from the generalized Management Services line to reflect its usage for the FY.
    - This line includes the Assabet service, programming, and a few other details (such as money for posting ads in the news when required by law). In the expanded line items version, the Management Services line is increased by $2,000 to account for those necessities.
        - We would likely benefit from using the room reservation module in Assabet for our meeting spaces, based on the increased level of foot traffic before the library building closed.
    - It is worth considering increasing the children's programming line to reflect the opportunities we'll have once we hire the part-time children's librarian.
    - The general supplies and office supplies lines have previously been used to help cover the bottom line of the budget, hence the wide range of expenditures for the past three fiscal years.
        - General supplies includes covers, cases, outsourced processing, while office supplies includes paper, staples, paper towels, and toilet paper, for example.
        - The general supplies line is affected as well by limited ordering for the past two years, which has been doubly affected by the current budget freeze. We anticipate a 5% increase in this line item by necessity.
        - Interim Director Plante emphasizes that the library staff have not been purchasing to stock up, but have only purchased on an as-needed basis for the past several fiscal years.
    - Postage: the lower expenditure in FY24 reflects a pre-GMILCS library. GMILCS and out-of-state inter-library loans (ILLs) fill a large portion of this line item.
        - Patrons are only charged if the lending library requires a borrowing fee; otherwise, Leach covers the cost.
        - If we were to do another postcard campaign for strategic planning or other initiatives, that would necessitate an increase to this line item.

- June and July Meeting Dates: Next line items to consider start getting into benefits such as tuition reimbursement, so there will need to be an affirmation on how to address that in the budget cycle while we're in status quo for the union contract negotiation.
    - The next lines for consideration will be the books and periodicals line, to include the new line established for electronic books and databases.
    - The next planned meetings are 6/3, 6/24, 7/8, and 7/15.

Old Business and Discussion:

- 2027-28 Maintenance and Utilities Budget Lines Research: Treasurer Palo spoke with Nicole Dery, our Budget Committee Liaison, to begin building a working relationship. All initial signs are positive.
- Organizing Trustee Donations Research: The CTU sent Treasurer Palo the Google Doc Excel sheet that they use as a sample tracker. The focus seems to be more on trust funds than on the donations that the Board directly oversees. We haven't seen any other libraries using a form that does what we're looking for it to do, so we may need to develop our own.
    - Little Green Light is an option for donor tracking; it would cost $500-600 annually but offer the sort of process that we're looking for. Interim Director Plante suggests requesting a demo from them.

Action Items:

- Interim Director Plante will ask the library staff to review the proposed programming budget and provide input about their experiences and expectations about how reopening the building etc. may affect those numbers.
- Treasurer Palo will begin exploring Little Green Light.

Public Comment: None.

Adjournment: Meeting adjourned by consensus at 8:07 PM.

Minutes prepared by Secretary Laue.