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

Members Present:

- Nancy Hendricks, Chair
- Beth Marrocco, Vice-Chair
- Azra Palo, Treasurer
- Erica Laue, Secretary
- Jan McLaughlin, Trustee
- Moira Ryan, Trustee
- Maryam Mallick, Trustee
- Donna Plante, Interim Library Director

Members Absent: None.

Call to Order: Made by Chair Hendricks at 7:00 PM, along with the Pledge of Allegiance reading of the mission of the Leach Library.

Consent Agenda:

- No changes requested for prior minutes. Secretary Laue moves to accept the consent agenda, seconded by Vice-Chair Marrocco. **Consent agenda passes 5-1-1, with Trustee McLaughlin abstaining and Trustee Ryan voting nay.**

Public Comment: None.

Staff Reports: Presented by Interim Director Plante.

- The second leak has been addressed, insurance claim has been submitted, and the drywall looks like it won't need additional replacement. The insurance adjustor met with Megan Donovan, and replacements look primarily confined to the furniture sitting in the water after the leak.
- The leak under the kitchen sink downstairs was likely caused by old fixtures, so with permission from the Chair the plumbing company was brought in to address the issue. Today there was another issue with water in the cooler, so the plumber will be back to check it out.
    - Mainline Plumbing offered a 15% discount on services. Thank you!
- The emergency lights have been replaced, but an electrician needs to come to finalize the work. That should be scheduled soon.
- Library staff were at the town employee fair to represent Leach.
- The Friends agreed to sponsor another limited-time pass for library patrons to go to Sensory Seekers. It covers admission for two children, and reservations are available now on the Leach system for dates beginning June 15.
    - Leach will host a program at Sensory Seekers in July.
- Tech services has several collection maintenance projects underway in the building, including putting all items back in the children's room after they were professionally cleaned. Music discs are being put back on the shelves in multi-case sets, too, which

helps conserve space. Additional shelving work is being done in anticipation of moving the shelves too.

- There are several upcoming events, including a matinee concert on the common on June 27, a screening of National Treasure on the common on 6/5, and a visit with the Lorax on 6/16-18.
- Trustee McLaughlin: With staff spending more time in the building, can members of the public come in to the library as well? Interim Director Plante: While remediation has been successful, the building access remains limited due to the ongoing construction projects (i.e. carpeting).
- CIP submission: There was great feedback about our presentation, and we will have a time in the fall when our proposal will be formally presented to the CIP committee. Leach staff have also suggested adding a third CIP project, which is to add a children's program room to the children's room.
    - Town Manager Mullholland pointed out that if funding were to be available, items like this could have an opportunity for consideration that they might not otherwise.
    - Consensus from the Board is that this is worth a quick evaluation.

Treasurer's Report: Presented by Treasurer Palo.

- $51,767.01 in the Trustee account as of the end of April.
- $24,735.78 in the book account as of the end of April.
- The May statement was not available to reconcile for this meeting.
- Vice Chair Marrocco clarifies that some amount of the Trustee account is earmarked donations.

Committee Reports:

- Bylaws Committee: Chair Hendricks reports that this committee will be meeting 6/10 at 6 PM.
- Financial Ad Hoc Committee: Treasurer Palo reports that the 6/3 meeting was rescheduled, date TBD, but on 5/13 the maintenance and utilities lines were addressed. On 5/27 supplies and management services were discussed. Treasurer Palo has been maintaining communication with Liaison Nicole Dery. Next meeting will be the Book lines.
    - Interim Director Plante: The town's timeline has been shifted. The budget draft doesn't need to be prepared by the end of July, but we don't have a new date yet.
    - Treasurer Palo: exploring options for tracking donations and the Trustee account is an ongoing process. We're looking into a software option like Little Green Light, as well as homemade Excel sheets. We have lots of issues to be resolved, such as missing deposit slips and unidentified donations.
        - Chair Hendricks: have we now tightened up the banking process? Treasurer Palo: yes.

Presentations and Discussion:

- Building Update: Presented by Interim Director Plante.
    - $1,007.22 was the cost for the sink repairs.
    - Remediation work is complete, and the drywall is done except for the entryway ceiling, which is still being assessed for ongoing leaks.

    - The carpet should be delivered in 2-3 weeks, and plans are being made for how to phase that work and reassemble the library.
    - Carpet cleaning and final mold assessment will be scheduled around that.
    - ReArch and a consultant will be doing a scan of the roof and envelope, weather permitting.
    - On 6/15 Interim Director Plante will be presenting documentation for the options for timing certain items will happen, so that Town Council can decide how to break options out over the fiscal year.
    - We would like to have all electrical work completed before the grand reopening, particularly replacing burned-out bulbs and cleaning out globe lights. ReArch would prefer in the next two weeks due to the carpeting project, but the grand reopening is August and is more convenient for the fiscal year. A ballpark estimate for cost is $2,500.
        - Justin Campo has informed us as well that our budget will be looked at for the Phase II part of the project.
        - **Trustee McLaughlin makes a motion to fund the electrical work requested, seconded by Secretary Laue. In discussion, a request is made to cap the request. Trustee McLaughlin amends the motion to cap it at $5,000 and be scheduled in the next two weeks. Secretary Laue seconds. Motion passes 7-0.**
- NHLTA Conference: Secretary Laue gave a summary of attended sessions. Trustee McLaughlin described a conversation with the consultant who helped the Mount Vernon Library raise the capital for their library construction project.
- Purchasing Policy Draft: Presented by Secretary Laue. The draft policy is based on the Brookline Public Library's purchasing policy, and includes not only expense limits and authorizations but also purchasing ethics and property disposition.
    - Trustee McLaughlin: Should there be a form that gets filled out when items are disposed of? Vice Chair Marrocco: The Director makes the final determination, which allows for the answering process. Chair Hendricks: Historically, how has this been handled? Interim Director Plante: The Director decides, but there is no formal documentation that I know of. Town Manager Mullholland is creating a form for department heads to use, and we could adopt that or use the Town's template to develop our own. Chair Hendricks: Let's have the ad hoc committee look at that.
    - The next three ad hoc budget committee meetings are 6/24, 7/8, and 7/15.
- FY27 Budget: Presented by Interim Director Plante.
    - We will begin using the FY27 budget on July 1.
    - Move funds to new budget lines: Finance does not recommend moving money into the new lines because it may require approval by Town Council and a public hearing, and would create additional work. An alternative option is to keep those lines at zero for FY27, and then move the money into those lines as we build the budget for FY28.
        - Discussion about whether the public hearing process is worth it.
        - Interim Director Plante: I did ask about leaving the money in the lines, but spending out of the zero lines, to illustrate how those lines would be spent. The answer is it's permissible, but optically risky. Another option would be for us to take the items as they are, publicly vote on breaking them down for approval (i.e. authorization for children's programming vs. teen programming), and then begin using the new lines in FY28. The downside of that option is that these would be estimates.

        - The Board requests that Interim Director Plante gets confirmation of what the requirements are for using the new budget items. We will discuss at the next full Board meeting in June, and vote at the first full Board meeting in July.
    - Determine impacts of the $51,000 budget cut: There was no confirmation from the Board about which services would be cut. There were suggestions for cutting museum passes, eliminating Hoopla as of 2/2027, eliminating admin time from the salary line, not hiring a part-time children's librarian, not adding a database, and reducing children's services. We have documentation for which lines this would come from in the budget.
        - Vice Chair Marrocco: Justin Campo recommended that we move forward with hiring the part-time librarian because the voters approved it. We should make a hire soon.
        - Chair Hendricks recommends that we review these options. Vice-Chair Marrocco recommends speaking with Kate Burbidge, the prior finance liaison, for suggestions as well. Interim Director Plante suggests setting a hiring range for the director position that allows us to tighten it up, and delay hiring the part-time children's librarian until the fall, which buys us three months.
        - Chair Hendricks and Treasurer Palo will meet with Justin Campo to address this further.
        - Nicole Dery has also noted that she's open to coming to meetings or offering additional support as needed, and Kate Burbidge is now the finance Chair.

Deliberations and Vote:

- Independence Day 2026 Closure: July 4th is a Saturday, and the library will be closed. Town Hall is observing the holiday on the 3rd, and we are using town space right now. Interim Director Plante recommends doing a half-day on the 3rd, to accommodate patrons who want to pick up materials before the long weekend. **Secretary Laue moves to have the library open from 9-1 on 7/3, seconded by Trustee Mallick. Motion passes 7-0.**
- FY 27 Staff Salary Ranges: The presented ranges reflect COLA. **Vice Chair Marrocco moves to accept the FY27 staff salary ranges, seconded by Secretary Laue. Motion passes 7-0.**
- Funding Request
    - Summer Reading Program T-Shirts: A second staff t-shirt to accommodate the amount of outdoor programming that staff will doing. The quote from 4Imprint is $322.83, and a Manchester-based screen-printer, Beeze Tees, was $40-50 more expensive.
        - Treasurer Palo: We are trying to prioritize local businesses when reasonable.
        - Trustee Ryan: Do we have the paperwork from the other business? Interim Director Plante: Megan Donovan has it.
        - **Vice Chair Marrocco moves to spend up to $380 from the Trustee account for staff t-shirts, seconded by Treasurer Palo. Motion passes 6-1, with Trustee Ryan voting against.**
- Acceptance of unanticipated funds under RSA 202-A:4-c
    - The Friends of the Leach Library
        - Institute of Contemporary Art Boston museum pass ($225)

        - Sensory Seekers museum pass ($675)
        - Wright Museum of WWII museum pass ($150)
    - NH Philharmonic Orchestra
        - Two tickets to a concert on 5/30 or 5/31 ($70)
            - Due to the short notice, these tickets were raffled off to patrons.
    - Janie's Uncommon Café ($25 for Adult Summer Reading prize)
    - **Secretary Laue moves to accept the unanticipated funds under RSA 202-A:4-c, seconded by Vice Chair Marrocco. Motion passes 7-0.**

Public Comment: None.

Nonpublic Session requested under 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.

Motion to enter nonpublic session made by Secretary Laue at 8:29 PM, seconded by Vice-Chair Marrocco. Motion passes unanimously by a roll call vote.

- Administrative time cashout request from Interim Director Plante for 60 hours ($2790.60), and Megan Donovan for 7.25 hours ($293.19).
- **Secretary Laue moves to pay Interim Director Plante $2790.60, seconded by Vice Chair Marrocco. Motion passes 7-0.**
- **Secretary Laue moves to pay Megan Donovan $293.19, seconded by Trustee Mallick. Motion passes 7-0.**

Motion to exit nonpublic session made by Secretary Laue, seconded by Vice Chair Marrocco. Motion passes unanimously by a roll call vote at 8:40 PM.

Adjournment: Secretary Laue moves to adjourn at 8:43 PM, seconded by Vice Chair Marrocco. Motion passes 7-0.

Minutes prepared by Secretary Laue.