Leach Library Board of Trustees

Draft Meeting Minutes
Financial Ad Hoc Committee
June 24, 2026 at 7 pm
Sunnycreast Conference Room
Londonderry, Town Hall

Attendance: Azra Palo, Treasurer
Beth Marrocco, Vice Chair
Donna Plante, Acting Director

1. Call to Order at 7 pm
2. Pledge of Allegiance
3. New Business

3.1 2027-2028 Book Collection Budget

Books and periodicals budget line will potentially be affected by the $51K cut. This action will likely affect how this line is represented in future budgets. The HOOPLA account may be terminated to reduce budget shortfall.

It is noteworthy that book purchases in 2026 were significantly reduced because of building closure. Leach is behind in building up collections because of the circumstances with the building. There has been a heavy reliance on GMLICS to meet patron needs.

Leach Director will likely need to request $10k from Trustee account to supplement book line needs.

Proposed Electronic line would drop to $45K if HOOPLA services end.

3.2 Missing Deposit Slips

Azra will go to TD Bank and add Donna as a “conductor” so that she is able to make cash deposits.

Azra will reach out to Citizens Bank to determine the protocol for retrieving financial documents given that we have no previous signatories on the current board. Many thousands of dollars are yet to be accounted for as having been deposited. Additional concerns include missing unused bank checks from the Citizens account closed by the previous Treasurer. In her discussion with Citizens, Azra will seek guidance on documenting improperly voided checks from 2025 and the full digital check register up through 2025 before the account was closed.

3.3 NHLTA Memberships

NHLTA bills Leach for seven memberships. Azra will confirm that their new system is updating as expected.

4. Old Business

4.1 2027-2028 Past Budget Line Discussions/Updates

Water projections indicate that we should keep line item as it stands with no reduction in 2028.

Electric services will continue with the current contract in the new budget year. We may be able to reduce this line in the future.

The Town Manager is still requesting department heads provide a 2028 budget proposal by the end of July.
We should plan on the next Trustee meeting running longer to accommodate these time sensitive budget discussions/approval and filling open Director position.

4.2 Organizing Trustee Donations

Donna is working on a spreadsheet format to better identify and track how usage-specific donations are made to and spent from the Trustee account.

Next Ad Hoc meeting will address the following budget lines:
-Salaries
*Ask Justin Campo to offer guidance as to how contract negotiations/warrant articles will impact these numbers
-Legal
-Printing
-Dues- GMLICS dues
-Seminars/workshops
-Mileage
-Machinery/Equipment
-Furniture and Fixtures Property

At the request of this committee, Donna asked library department heads if they had specific concerns regarding the next budget. It was suggested that the Children's Room line and the Winter Challenge line will need additional funding if programs are to expand with the hire of a part time Children's Librarian. Also, patrons have asked staff to offer more "after hours" programs.

Donna will create a revised draft of this spreadsheet to share with the Board at the July 9th meeting.

Regarding the Purchasing Policy: The Town has an existing format for recording the disposal of properties. The Leach Director will use a similar form. An update to the Asset Management Policy will need to identify circumstances where this form will be necessary.

5. Public Comment: none
6. Adjourned at 8:02 pm.