Leach Library Board of Trustees
Draft Meeting minutes
July 9, 2026 at 7:00 PM
Moose Hill Council Chambers, Town Hall, Londonderry NH

Members Present:

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

Members Absent:

Call to Order: Made by Chair Hendricks at 7:00 PM.

Consent Agenda:

- Approval of minutes from June 4, 2026
- Moving the 8/6 meeting to Monday 8/10 due to scheduling conflicts.
- Other upcoming meetings remain 7/22, 8/20, and 9/3.
- **Motion made to accept the consent agenda with modifications by Secretary Laue, seconded by Vice Chair Marrocco. Motion passes 6-0, with Trustee Ryan voting nay.**

Public Comment: None.

Staff Reports: Presented by Interim Director Plante.

- July is the library's busiest month!
- Main Line Plumbing came to repair an installation error, for free, on the sink leak. The restroom in the main reading room has had a slow flush issue for a long time, and Main Line highly recommends we replace it due to its age and the patchwork history of repairs that have been done on it. They also recommend replacing the children's room toilet, but tonight's quote is for the main room one.
- The electricians were on site to clean lighting fixtures and replace bulbs; the cost was almost $3,000 under budget.
- ReArch finished addressing the cooling and dehumidifying units rented for the summer and staff are reporting an observable improvement.
    - Trustee McLaughlin: do these rentals run through the winter? Interim Director Plante: we don't anticipate needing them, as they supplement the work of the rooftop units but don't replace them.
- Johnson's Controls replaced the emergency light batteries, and recommended replacing the four glass emergency lights with plastic ones. It takes two people to change the batteries in them now; the cost of the second technician was waived this cycle, but it will be a future expense.
- The paperwork for our CIP proposals has been submitted. The presentation will be on 8/18.

- The entryway leaked in the recent rain event, and ReArc was able to work with the roofers to identify the source of the leak in rooftop unit 1. There are other concerns identified, but we don't have details yet.
    - Trustee McLaughlin, Interim Director Plante, and Chair Hendricks discuss the need to replace the rooftop units, funding sources for that, and the need to maintain the current units until replacements can be funded.
- Update from the Friends: four members are serving on the reopening committee, alongside staff and Chair Hendricks. They will also share the Leach Library booth at Old Home Days.
- Adult programming update: in May we had 75 program attendees, which is good for the typical numbers of the month. There will be a program on introductory beekeeping on 7/15.
- Children's programming update: there is an upcoming concert on the commons being co-sponsored by the Friends.
- Teen programming update: there will be a Moose Hill movie night, including Hamilton on 7/17.
- Two reminders: summer hours are in effect until 9/12, and Leach will be closed on 8/15 for Old Home Days.

Treasurer's Report: Interim Director Plante provided bank balances. The book account has $2,168.73 and the trustee account has $48,788.09.

Committee Reports:

- Ad hoc committee: Next meeting is 7/15 at 7 PM. Secretary Laue provided a summary from the meeting minutes.
- Bylaws: There is a meeting for 7/22 at 6 PM.

Presentations and Discussion:

- Building Update: Presented by Interim Director Plante. All items have been moved off the carpet in preparation for re-carpeting, and we don't need to pay for offsite storage. The carpet manufacturing was delayed, but the latest arrival date is 7/17. ReArch believes that they can still meet the current schedule.
    - The main reading room collection is unavailable until the carpeting is complete; patrons will be unable to access those items except through GMILCS. All browsing at LPD is newer items, and the Friends donated an additional $1,000 to purchase new releases for Leach patrons.
    - The children's room collection is available. ReArch has been able to accommodate staff working in the children's room. The room will be unavailable during carpet cleaning, which will be after the carpet replacement.
    - Painting is nearly done, but has been expanded further than initially anticipated. This cost is already covered.
    - ReArch will do additional roof testing on Monday 7/13, weather depending. They will put 3-4 access panels in non-drywall parts of the entryway ceiling.
    - Some direct expenses before we can open: the elevator needs to get back in service, the cleaning company needs to do a deeper clean of the nooks and crannies as well as waxing the meeting room floor, the mold retesting needs to be accomplished, and we usually do a gutter cleaning in the summer.
    - Furniture for the teen section has been ordered, with anticipated delivery after 8/17.

- FY28 Department Budget Draft: Presented by Interim Director Plante.
    - Warrant Articles: We should anticipate warrant articles for replacing the rooftop units and for the union contract. We also discussed the potential to ask for a new staff member, as discussed in the Ad Hoc Committee minutes from 7/8. The new staff member position could offer more opportunities for revenue generation, as well as the other needs identified in the minutes. Board consensus is that this, and other positions, are worth further exploration.
    - CIP Proposals: Of the three proposed, we only anticipate the rooftop units going to a warrant article.
    - Operating Budget: In the draft budget attached to the agenda, four lines are highlighted; these are numbers that are tentative and need confirmation that won't be available until later in the process. Grey lines reflect lines that have been added for clarification/breaking out the expenditures from the line item. Additional information:
        - Salary: The percentage increase does not seem accurate. Interim Director Plante has reached out to finance for clarification.
        - Custodial: Waiting on feedback from the vendor.
        - Programming: Hiring the part-time children's librarian will likely mean more expenditures in the children's line as that person is able to take on more programming. The Management Services line has an increase to reflect things like expanding our Asabet subscription to allow for online access to room booking.
        - Equipment: There is an increased expectation that we offer things like TVs in the meeting rooms for patrons to use for presentations, like in Town Hall.
        - Utilities: We were considering a decrease in water rates, but Pennichuck has applied for an increase, so we can't.
        - Maintenance: Understandably, we need to fund this area adequately.
        - Books & Periodicals: We had to cut this line substantially last year, and even with very conservative spending, we went over budget.
        - Printing Services: The public copier has been budgeted under the Maintenance line for years, and we would like to put it under Printing Services for accuracy.
        - Treasurer McLaughlin: How does the budget reflect the need for duct cleaning, deep cleaning, etc.? Interim Director Plante: It accommodates it in part, but this will need to be increased again at some point.
        - Treasurer McLaughlin: I would like to see increases in the Machinery & Equipment line (to $5,000) and the Maintenance line (to $30,000). Consensus is that would be advisable.
        - Chair Hendricks: We should also explore a maintenance trust fund as a warrant article. We would like staff to begin researching that.
- Tuition Reimbursement: Presented by Interim Director Plante. This is a draft request form for staff to use for tuition reimbursement because there has not been a specific form or process in use between directors. This draft has been based off a municipal form from Massachusetts.
    - Discussion about the lack of consistent reimbursement procedures from director to director. Interim Director Plante is open to guidance from the Board on how that could be rectified; she prefers to provide reimbursement following a passing grade. Board consensus is to follow this process.
- Library Director Posting: Presented by Interim Director Plante. This draft posting uses language from the last time this position was posted, but has been updated to reflect

qualifications and preferred experience. It is recommended that applications go to the Town's HR email, not the Board email, to ensure that a third party is reviewing and organizing the applications for our review.

- Trustee McLaughlin: Can we consider hiring an outside agency to do this part of the process? Treasurer Palo: We do not have the money to do that. Agreement from Secretary Laue and Vice Chair Marrocco. Trustee Mallick: In Quincy, the lack of contact between the Board and the Director in the hiring process was a sticking point. Chair Hendricks: I will ask HR about their willingness to do the initial application receiving.

Deliberations and Vote:

- FY27 Budget:
  - Transferring funds to new budget lines: It has been confirmed that the Board can vote to transfer funds between budget lines, and we have language from finance to accomplish this. It should be a separate motion, with exact dollar amounts and line items, for each item.
    - **Motion by Secretary Laue, seconded by Trustee McLaughlin, to transfer $7,052.00 from Management Services (4330) to Adult Programs (4821) for FY27. Motion passes 7-0.**
    - **Motion by Secretary Laue, seconded by Treasurer Palo, to transfer $2,684.00 from Management Services (4330) to Teen Programs (4825) for FY27. Motion passes 7-0.**
    - **Motion by Secretary Laue, seconded by Trustee Mallick, to transfer $8,063.30 from Management Services (4330) to Youth Programs (4822) for FY27. Motion passes 7-0.**
    - **Motion by Secretary Laue, seconded by Vice Chair Marrocco, to transfer $48,234 from Dues and Subscription Services (4560-000) to Library Consortiums (4560-001) for FY27.** Discussion from Trustee McLaughlin regarding which fees were paid when, to which databases, for public clarification. **Motion passes 7-0.**
    - **Motion by Secretary Laue, seconded by Vice Chair Marrocco, to transfer $37,500 from Books and Periodicals Supplies (4670-000) to Electronic Books & Databases (4670-001) for FY27. Motion passes 7-0.**
  - Service impacts of the $51,000 budget cut: Interim Director Plante provided a list of recommendations for how to accomplish the cut. These include setting a hiring salary range for the Library Director position; no budget for admin time and all-ages programming such as Library After Dark and the Winter Reading Program; ending our agreement with Hoopla as of February 2027; numerous reference resources and databases; and the Boston Children's Museum pass and limited time museum pass.
    - These cuts will be painful for our community. Vice Chair Marrocco suggests developing infographics to help the town understand where and why the money was taken out, to allow for better community advocacy as the budget heads to a vote.
    - Interim Director Plante requests a $10,000 donation from the Trustee account, into the Book account, to supplement the Books and Periodicals line. There is precedent for such a move.

        - **Motion by Vice Chair Marrocco to accept the changes proposed by Interim Director Plante, seconded by Trustee Mallick. Motion passes 5-2, with Trustees Ryan and McLaughlin voting against.**
        - **Motion by Vice Chair Marrocco to designate $10,000 from the Trustee account to the Book fund for FY27, seconded by Treasurer Palo. Motion passes 5-2, with Trustees Ryan and McLaughlin voting against.**
- Funding Request: Quote to cover one toilet replacement for $1,250; Interim Director Plante suggests replacing all three main level toilets for $3,750. **Motion by Vice Chair Marrocco to expend $3,750 to install new toilets in the main floor bathrooms, seconded by Secretary Laue. Motion passes 6-1, with Trustee McLaughlin voting against.**
- Contracts:
    - GMILCS Dues: Does not formally need a vote, but this is here for the sake of discussion. The 3.8% increase reflects a significant service cut on their end, and likely does not adequately account for fuel increases and other inflation impacts.
        - Trustee McLaughlin: Can we pay in installments? Interim Director Plante: The payment is due by August 30, and there is no benefit to paying in installments. Board consensus is to pay it now.
    - Value Line Database: This was part of the recommendation to not renew, under the budget cut. **Motion by Vice Chair Marrocco not to renew the Value Line Database, seconded by Secretary Laue. Motion passes 7-0.**
    - WT Cox Magazine Subscription: This total reflects the $4,096.74 cost without the titles we are cutting. **Motion by Vice Chair Marrocco to pay the WT Cox Magazine Subscription $4,096.74, seconded by Secretary Laue. Motion passes 7-0.**
- Acceptance of Unanticipated Funds Under RSA 202-A:4-c: The memorial gift from Keri Berry is designated for a reading nook, to which she has given her approval. The library will need to purchase a plaque through the Trustee account; the Board consents to this purchase. The company that makes the nook is local to Keene, and we may be able to purchase a rocking chair with these funds as well.
    - **Motion by Secretary Laue to accept these funds, seconded by Vice Chair Marrocco, to accept these unanticipated funds under RSA 202-A:4-c. Motion passes 7-0.**

Public Comment: None.

Adjournment: Motion by Vice Chair Marrocco to adjourn the meeting, seconded by Secretary Laue, at 9:32 PM. Motion passes 7-0.

Minutes prepared by Secretary Laue.