Leach Library Board of Trustees
Ad Hoc Financial Committee
Draft Meeting minutes
July 8, 2026 at 7:00 PM
Sunnycrest Meeting Room, Town Hall, Londonderry NH

Members Present:

- 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:

- 27-28 Budget Lines: Full-time salaries ("Regular") and part-time salaries are calculated; overtime salaries are unbudgeted because exempt staff are normally assigned to work the overtime hours.
    - Full-time line: is only showing a 1% increase, which feels wrong; 6% would more accurately reflect COLA, merit pay, etc. The numbers in the spreadsheet look correct, so it may be an equation issue. These numbers are based on being fully staffed.
        - Staff have the option to have some of their vacation time bought back, which is also reflected in the budget. The deadline for them to cash out is mid-December, at which point any vacation that won't be cashed out is reported to Finance.
        - Admin time is also reflected in there, primarily for the Director and Assistant Director. Finance calculates retirement, FICA, etc.
        - The total numbers are what's been plugged in to the equation.
    - Tuition reimbursement: has remained stagnant for the last several fiscal years. Typically, staff use this benefit to attain their Master's in Library Sciences (MLS), but sometimes one-off classes are taken as well.
        - Two staff members will be beginning their MLS this year, which means that this line needs to be updated to reflect that demand. A 5% increase would cover two classes per year per employee under a traditional two-year MLS program, but accelerated programs create a different demand because students functionally take a double courseload.
        - NHLA offers Para Librarian, which provides courses for librarians to attain certifications.
    - Legal: The FY26 expenditure does not reflect the fact that the Town has covered some amount of our legal fees. Union negotiations for the three-year contract will also inflate the actual expenditure for FY27. The previous Board requested $7500 for legal fees. We will request that amount for FY28, but hopefully need less.
    - Printing Services: This line covers the staff copier usage, as well as sending out for professional print jobs occasionally. The public copier has historically been paid out of the maintenance line, and averages $2500 per year.
        - Putting less than that in the printing services line results in a lower percentage increase, but it feels inaccurate. The $2500 is a 44% increase, which will raise some eyebrows, but is realistic.

    - Dues and Subscriptions: This is being broken out into dues, and library consortiums. GMILCS reflects the bulk of this line, with professional associations and museum passes being the dues and subscriptions.
        - GMILCS alone has a 3.8% increase in dues, which is likely an unsustainably low number, so budgeting 5% is safer. This would reflect the fuel costs of the van deliveries etc.
    - Seminars and Workshops: FY26 was overspent, so FY27 had an increased amount. We aren't maximizing our potential for training due to short staffing and the building issues, so keeping this line the same makes sense for FY28.
    - Travel and Mileage: mileage especially reflects GMILCS meeting attendance, so FY26 was the first year we had accurate numbers to work with. It seems that we tend to underspend this item, so we can reduce the amount here.
        - If we were to pursue a homebound delivery service at some point in the future, this line item would need to change. It is unlikely that FY28 is a feasible starting point for it.
    - Machinery and Equipment: FY27 is the first time we have put money in this line, but we usually spend more than is allocated. This covers receipt printers, printers, and other smaller electronics. Doubling this line item is a more accurate reflection of how much this line usually costs.
    - Furniture and Fixtures: The insurance claim is replacing some furniture, but other items not covered by the claim are approaching their 30-year mark. Increasing this line item allows us to begin gradually replacing some of these items, as well as any shelving etc. that needs replacement. It will not be a sufficient dollar amount to get us ahead of the aging furniture; we may consider putting some of that in the CIP proposals.
- Adding Library Staff: Interim Director Plante recommends considering initiating the process for hiring new staff, as the Town has extra steps required before such a proposal can go to the public as a warrant article. There is a benefit to doing so now, as it helps the Town begin to appreciate the library's dire need for additional staffing, but there is a recognition that the timing of this issue is very difficult.
    - Positions to consider: an Executive Assistant to cover the admin work, which has been a staff position in the past. The management staff are so bogged down by admin work at present that it limits availability to fulfill other responsibilities to their fullest potential.
        - An EA would be a difficult sell because it's a "behind the scenes" position, so the public may need help in connecting the dots to the tangible benefits an EA would provide.
        - Administrative and Communications Specialist.
    - Another option would be to transition a part-time role into a full-time role, which would benefit the library but would be challenging because several PT staff would like to be FT.
        - This costs more in terms of benefits packages, but would substantially improve a PT employee's ability to be fully connected to the Town and the public.
    - Discussion about the responsibility of the BoT to advocate for the budget and future warrant articles at the town deliberative, budget committee meetings, etc.
- Citizens Bank Update: Citizens Bank cannot help get the missing deposit slips for us, since our signatories on file are no longer available. Treasurer Palo has an appointment on 7/9 to pick up an official letter detailing the situation so that we can bring the issue before the full Board.

- Interim Director Plante: Colleen is finishing reconciling the records, and can give a specific list of what is missing and what can be accounted for. Current concerns are specifically a checkbook and register, as well as any voided checks that were not returned. These were under Trustee McLaughlin's care.

Old Business and Discussion:

- 27-28 Budget Line: Custodial line is the one that has been updated with an estimate based on inflation, because a formal cost has not been provided by the service yet.
- Organizing Trustee Donations: Interim Director Plante is developing a spreadsheet tool for tracking and organizing donations, but it is a secondary priority after the FY28 budget and the CIP deadlines.
- NHLTA Membership: The "bundle" person for this is usually the Chair or the Director. Treasurer Palo has information on how to resolve the membership issue and make it more straightforward in the future; at the moment having a Board member be the "bundle" person makes sense, but we may consider having the Director fill this role for continuity purposes in the future.

Action Items:

- The budget draft will be presented to the full Board on 7/9/26 for consideration prior to a vote on 7/22/26.
- The position of Administrative and Communications Specialist will be suggested for consideration at the Board meeting on 7/9/26.
- Prepare to discuss the purchasing policy at the next ad hoc meeting, which will be on 7/15/26 at 7 PM.

Public Comment:

- Ray Breslin: Good luck with the construction on the library!

Adjournment: Meeting adjourned by consensus at 8:30 PM.

Minutes prepared by Secretary Laue.