**Leach Library Board of Trustees**
Ad Hoc Financial Committee
Draft Meeting minutes
July 15, 2026 at 7:00 PM
Sunnycrest Meeting Room, Town Hall, Londonderry NH

**Members Present:**

- Azra Palo, Treasurer
- Erica Laue, Secretary
- Beth Marrocco, Vice Chair
- Donna Plante, Interim Library Director

**Call to Order: Meeting called to order at 7:01 PM by Treasurer Palo.**

**New Business and Discussion:**

- Missing Deposit Slips: The Citizens Bank checkbook and register, as well as any remaining voided checks, are still missing.
    - Vice Chair Marrocco: a direct question to the prior treasurer regarding these materials is advisable, regardless of the response.
    - Interim Director Plante: the auditors should be coming in August. Committee consensus is that this should be addressed directly sooner rather than later.

**Old Business and Discussion:**

- 27-28 Budget Updates: Interim Director Plante updated the numbers as requested by the Board on 7/10, which has increased the budget percentage increase by approximately 4%. The 1% increase on the full-time salary appears to be correct after meeting with finance, though it still feels odd.
    - The insurance, worker's comp, and short- and long-term disability numbers are going to be finalized in the fall.
    - Custodial services are also still being finalized, but that number should be available soon.
    - The final formatting of the budget worksheet will change in accordance with finance, but the content will be the same.
    - Treasurer Palo will email Nicole Dery to finalize our portion of the process and plan our presence at budget committee meetings.
    - Interim Director Plante will present the two job position processes to the full Board at the next meeting, and likely the warrant article language for them as well.
- NHLTA Membership: We typically pay membership in August. The membership is $35/person, which would be seven Trustees, the Director, and possibly the Assistant Director. If we pay by credit card, the bundler needs to be a staff member.
    - Does this need to go to the full Board for approval?
    - Interim Director Plante: it makes the most sense for a staff member to be the bundler, but we don't have a director.
    - Treasurer Palo will serve as the bundler until a new director is hired, and then transfer that role to them. We will get nine memberships.
- Citizens Bank Update: See above about the missing deposit slips. We should still get a written memo regarding what Citizens can and cannot do for us. The money is

accounted for, but the paperwork is what's missing. Colleen Madgziarz is working with Interim Director Plante to prepare the full list.

- Non-Collection Item Removal Form and Policy: Interim Director Plante used the Town's form as a template for a straightforward form. The policy that has been worked on during the past few sessions is being finalized, with clarifying language being added to address the right of the Director to dispose of non-collection items. These documents will be presented to the full Board for review and a vote.

**Public Comment: None.**

The next ad hoc committee meeting will be scheduled as needed, based on budget updates, donation tracking, and any other Board requests.

**Adjournment: Meeting adjourned by consensus at 7:34 PM.**

**Minutes prepared by Secretary Laue.**