Leach Library Board of Trustees
Meeting minutes
July 22, 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
- Maryam Mallick, Trustee
- Donna Plante, Interim Library Director

Members Absent:

- Jan McLaughlin, Trustee
- Moira Ryan, Trustee

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

Consent Agenda:

- Approval of public and nonpublic minutes from July 9, 2026
- Upcoming meeting dates: 8/10, 8/20, 9/3, and 9/15.
- **Motion to accept the consent agenda made by Secretary Laue, seconded by Vice Chair Marrocco.** Request made by Interim Director Plante to revise the public minutes to reflect the individual unanticipated funds accepted. **Motion withdrawn.**
- **Motion to accept the minutes from the July 9 regular meeting made by Secretary Laue, seconded by Vice Chair Marrocco. Motion passes 5-0.**
- **Motion to accept the minutes from the July 9 nonpublic session made by Vice Chair Marrocco, seconded by Secretary Laue. Motion passes 4-0-1, with Treasurer Palo abstaining.**
- **Motion to accept the upcoming meeting dates made by Secretary Laue, seconded by Vice Chair Marrocco. Motion passes 5-0.**

Public Comment: None.

Presentations and Discussion:

- Building Update: Presented by Interim Director Plante.
    - Three toilets got replaced on 7/21 on the main floor. They are at ADA-accessible heights and the lines were snaked.
    - Roof testing was completed last week; several vulnerabilities were found and repaired. This was done prior to the carpet installation.
    - Phase One carpet installation is complete. This covers the main reading room and several offices. The break room floor was completed on 7/22. The contractors are expecting to start Phase Two carpet replacement on 7/27.
    - The staff are working to disinfect shelves before materials are put back in place.
    - The cleaners are preparing a quote for the library deep clean, which we expect we can review in August. They are also preparing a new contract for us to review.

    - There will be more maintenance quotes for review in August for the boiler and rooftop unit 1.
    - We are still on track for reopening in the first half of September!
- Maintenance Trust Fund: Presented by Bob Slater, School Board Chair.
    - The School Board builds everyday maintenance (custodial, small contractors) into the annual budget, while larger items are addressed using the Capital Reserve Fund (CRF). Warrant articles are used to list larger-budget items, such as building re-roofing.
    - A recommendation: break out the Maintenance line item on the budget to illustrate what is spent on which items to maintain the library over the past two years.
    - A warrant article is used to establish the initial fund.
    - Mr. Slater recommends discussing the establishment of a trust fund vs. the CRF with Justin Campo, due to the benefits and drawbacks of each option.
        - Some of these options need to be worded carefully, as funding that has been earmarked for one area (i.e. roof repairs) cannot be used for other areas (i.e. painting) under a CRF. Remaining money under a CRF, at the end of the budget cycle, is returned to the taxpayers.
        - Setting up both would allow for two streams: maintenance trust for smaller items (i.e. boiler repair), CRF for larger items (replacing a rooftop HVAC). The CRF would be budgeted via warrant article each year.
    - We could begin with small amounts, such as $25k or $50k, which can be compounded with interest as we go.
    - These accounts would also help fund projects through the CIP.
    - A building analysis would help us identify the likely timeline of maintenance needs, which would then inform warrant article requests. We may be able to get one as part of wrapping up the current building project.
    - A clear breakout for taxpayers is helpful, especially when creating projections of likely maintenance items for voter approval.

Treasurer's Report: Presented by Treasurer Palo.

- The book account balance is $24.27, reflecting the new fiscal year.
- The trustee account balance is $48,788.09.

Committee Reports:

- Financial Ad Hoc Committee: Met regarding the FY28 budget finalization and the ongoing issue of missing items. The items are being listed; the previous Treasurer has been contacted to request the missing items. If those items cannot be located, next steps will need to be discussed.
    - The item removal form and NHLTA memberships were also discussed. The former will be presented to the Board in August. Treasurer Palo will be the NHLTA "bundler" for our Board until a new Director is hired.
    - The Purchasing Policy will be on the 8/10 agenda for a Board vote.
- Bylaws Subcommittee: Met on 7/22 to review additional language regarding Robert's Rules, remote appearances, the appointment of alternates, etc.

Deliberations and Vote:

- FY26 Q4 Internal Financial Report: Provided during the Treasurer's report. **Secretary Laue moves to accept the FY26 Q4 financial report, seconded by Treasurer Palo. Motion passes 5-0.**
- FY28 Department Budget Draft: Interim Director Plante is still awaiting the updated numbers from our custodial company. The salary numbers are also still in flux, as HR has removed the COLA and salary increases for Library employees who will be covered by the union contract. If the union contract is not approved by voters, those staff members will not receive those increases. Interim Director Plante requests that the Board discuss this further with legal counsel because the current budget proposal would not cover it.
    - **Motion made by Secretary Laue to accept and submit the FY28 draft budget to the Town Manager, seconded by Vice Chair Marrocco. Motion passes 5-0.**
- FY28 Staffing Requests: Presented by Interim Director Plante.
    - FT Executive Assistant: We have the option to change the starting salary to be in line with the LFD executive assistant, which was approved by the voters in March 2026. We would likely need to approve an additional computer station or laptop, hence the equipment consideration in the memorandum. The option to use this position to develop the library as a US Passport Acceptance Facility would possibly generate additional funding.
    - FT Library Technician: The proposed salary range is at the maximum level because it is likely that a current staff member would apply for, and be promoted to, this position.
    - If we moved forward with either or both of these positions, the applications would be provided to the Town Manager to select for prioritization. These would be separate warrant articles.
    - Chair Hendricks: Have you given consideration to how raises etc. will affect the financial burden for these positions? Interim Director Plante: I believe both of these positions would be eligible for union membership.
    - **Motion made by Secretary Laue to forward both proposals to the Town Manager for consideration, seconded by Trustee Mallick. Motion passes 5-0.**
- Tuition Reimbursement:
    - Draft Request Form: This is the form that was presented for documentation of tuition reimbursement.
    - **Motion made by Vice Chair Marrocco to accept the draft tuition reimbursement form, seconded by Secretary Laue. Motion passes 5-0.**
- Library Director Hiring Process: Presented by Chair Hendricks. The Town has a process in place for hiring staff, which we are welcome to use for our purposes as well.
    - **Motion made by Secretary Laue to approve the use of the Town's hiring process for selecting a new Director, seconded by Vice Chair Marrocco. Motion passes 5-0.**
- Library Director Posting: Presented by Interim Director Plante. The Town has an application that needs to be filled out as part of any employee application, which we need to reflect in the job posting. HR language needs to be updated as well.
    - Interim Director Plante recommends a review of the job description to reflect current needs.
    - Treasurer Palo and Vice Chair Marrocco will coordinate with Interim Director Plante on a subcommittee to rework this language.
    - This item is tabled until the subcommittee has met.

- Funding Request – Oscar Care: The request is $800 from the Trustee account for food, maintenance, and additional care. The prior records are packed away as part of the current building project; this dollar amount is an estimate. Part of this money includes reimbursement to a staff member.
    - **Motion made by Vice Chair Marrocco to spend $800 from the Trustee account for Oscar's care, seconded by Trustee Mallick. Motion passes 5-0.**
- Contracts: Presented by Interim Director Plante.
    - EBSCO Consumer Reports Database: $1,693.02 to renew our access to this database, to be paid out of the digital books and databases budget line. **Motion made by Secretary Laue to pay $1,693.02 out of the Digital Books and Databases budget line, seconded by Trustee Mallick. Motion passes 5-0.**
    - VMWare License Renewal: This is a request from the IT department for the Town because the due date for this item is the first week of August. The Library has its own server, separate from the Town, which was purchased in 2019. The lifetime of these servers is 7-10 years. The cost has increased by 300%. There is some old data stored on this license through Quicken, but they have exceeded the 7-year retention date and we still have paper copies of these items. This is also an underutilized license. The request is for $3,500. The Town has offered to move our data under the Town license, and permissions would still be limited to Library staff.
    - **Motion made by Secretary Laue not to renew the VMWare license, seconded by Trustee Mallick. Motion passes 5-0.**
    - **Motion made by Secretary Laue to move the Library's data to the Town's license, with data permissions being retained by Library staff; seconded by Vice Chair Marrocco. Motion passes 5-0.**
- Acceptance of Unanticipated Funds Under RSA 202-A:4-c:
    - $2,000 from Scott and Kimberly Hamilton: $1,000 for print materials, and $1,000 for furniture
    - $200 from Debra Donovan: $100 for teen area décor, and $100 for the reopening celebration
    - **Motion made by Vice Chair Marrocco to accept these unanticipated funds, seconded by Secretary Laue. Motion passes 5-0.**

Public Comment: None.

Adjournment: Motion made by Secretary Laue at 8:26 PM, seconded by Trustee Mallick. Motion passes 5-0.

Minutes prepared by Secretary Laue.