Leach Library Board of Trustees
Draft Meeting minutes
August 10, 2026 at 7:00 PM
Moose Hill Council Chambers, Town Hall, Londonderry NH

Members Present:

- Nancy Hendricks, Chair
- Beth Marrocco, Vice-Chair
- Azra Palo, Treasurer
- Erica Laue, Secretary
- Maryam Mallick, Trustee
- Donna Plante, Interim Library Director

Members Absent:

- Jan McLaughlin, Trustee
- Moira Ryan, Trustee

Call to Order: made at 7:01 PM by Chair Hendricks

Consent Agenda:

- Approval of minutes from July 22, 2026
- Next meetings: August 20 and September 3
- **Motion to approve the consent agenda made by Secretary Laue, seconded by Vice Chair Marrocco.** Interim Director Plante recommended revising the July 22 minutes to reflect the reasons for the unanticipated fund donations. **Motion revised by Secretary Laue to reflect those changes, seconded by Vice Chair Marrocco. Motion passes 5-0.**

Public Comment: None

Staff Reports: presented by Interim Director Plante

- The building project is on track. Carpeting is under installation and is looking good, and roof testing is underway. The entryway leak reappeared after the heavy rain last week, and the theory remains that Rooftop Unit 1 is the cause.
    - RTU-1 was also identified as a point of failure during last week's higher-than-average temperatures. It was given a temporary fix, but it will need a replacement. Tonight's vote has an item for a condensate pan for RTU-1 as a result.
- One of the brand-new ceiling tiles showed stains from leakage, and the valve above it was found to be failing. It was replaced.
- New supports were installed for Boiler Pump 2. BP1 is offsite for repair at the moment.
- Drywall repair in the lobby lower ceiling is being done, with maintenance tiles being installed.
- Staff had their photos taken by the Town as part of making photo ID badges for Londonderry staff. The goal is to have ID badge-keyfob access in the future.
- Elevator maintenance will take place this week.

- Mold retesting is scheduled for next week; this will be the key determinant in finalizing a reopening date. They are rushing this for us.
- Friends of Leach Library will be sharing a booth with Leach staff at Old Home Days.
- Staff have resumed ordering collection materials for FY27, which means patrons will have access to new materials soon.
- Over 2,000 items were removed from the collection in June, which includes items that are being replaced after flood damage.
- Adult programming: the Awaaba Ensemble was very well-received and Becca has been asked to write about it for the NH Humanities Connections Blog!
    - There is high demand for adult craft sessions.
    - A couple of upcoming programs: What's Wild in NH, and Adult Graphic Novel book discussion
- Summer hours will be in effect until Saturday, 9/12. The satellite location for Leach will be closed on Saturday, 8/15 for Old Home Days.
- The CIP presentation will be on Tuesday, 8/18 at 6 PM.
- Chair Hendricks: seeking consideration and consensus from the Board on protocol regarding donations from private parties for substantial items. Board consensus is to direct those parties to the Chair and the Interim Director.
- Teen/children's programming: substantial engagement from patrons for programming, materials, museum passes, etc. This is great!
    - Teens: the movie on the commons and the DIY reading journal were particularly popular this month.
    - Children's: Magician Mike is doing a show on 8/11 as a preview for a show at Old Home Day this year.
- Vice Chair Marrocco: at OHD there will be a quilt raffle at the We Are Londonderry booth to benefit the Friends.

Treasurer's Report: presented by Treasurer Palo.

- We don't have July numbers yet; they will be available at the next meeting.

Committee Reports:

- Bylaws: presented by Secretary Laue. The draft of the bylaws will be made available to the full Board and Interim Director Plante for review tomorrow, and presented in the special meeting on 8/20.
- Director committee: presented by Treasurer Palo. The job description and posting has been amended for clarity and accuracy, and to reflect the hiring process that we wish to follow.

Presentations and Discussion:

- FY26 missing financial documentation: presented by Treasurer Palo. Colleen Madgziarz and Interim Director Plante have been coordinating with Treasurer Palo to prepare an accurate list of financial documentation that is missing, such as deposit slips, voided checks, and the checkbook register. Some of these items include a deposit for over $30,000.
    - "Deposit slips" reflect the procedure followed by Leach staff to document receipts etc. that are provided by the bank. These are used in audits.
    - Citizen's Bank is only able to provide some materials retroactively; others cannot be replaced or recreated.

    - TD Bank has not affirmed whether they can provide copies of the deposit slips for their items.
    - We are hoping that this itemized list helps the previous Treasurer find these items. Interim Director Plante anticipates being visited by auditors sometime this month.
    - Interim Director Plante requests a written document on behalf of the Board describing the situation and our efforts to retrieve the missing documentation for the auditors. Treasurer Palo will draft said document.
- Furniture replacement for second FY26 insurance claim: This is related to the second radiator leak that occurred during the initial repair project. The claim covers a round table that sits directly on the floor, and three end cap displays. Interim Director Plante reports that Megan Donovan found end cap displays in storage; she is asking for Board consensus regarding the purchasing of a different item with the money, such as two wheeled display stands and/or two soft chairs, acknowledging that we would lose the depreciation value of the lost items if we do this. We would also be using the recent $1,000 furniture donation towards these items.
    - Board consensus is to approve research and pricing, to present to the Board at the next meeting.
- Tentative reopening process: presented by Interim Director Plante. The date itself is based on the mold retesting, but the process would be 1) to request Board approval on the date that public operations are closed at the LPD community room and 2) to redistribute staff hours to the Monday-Friday prior to the reopening to have all hands on deck for moving back in to the building.
    - Chair Hendricks requests that we bring in LPD staff for us to give them a public thank you for hosting the Library for all these months.

Deliberations and Vote:

- Library director posting: Interim Director Plante has concern that the job description leaves a little too much out. She is invited to attend the next subcommittee meeting. **Motion made by Secretary Laue to delay the vote on this matter until the committee has met again, seconded by Trustee Mallick. Motion passes 5-0.**
- Purchasing policy and property disposal request form: this is the purchasing policy that was presented in July 2026 and was amended by the subcommittee pursuant to Board feedback. **Motion made by Secretary Laue to accept and adopt the purchasing policy and property disposal request form, seconded by Treasurer Palo. Motion passes 5-0.**
- Funding requests: presented by Interim Director Plante.
    - RTU-1 drip pan repair: the drip pan isn't an ordered item; it is made. The email reflects approximately $1,500 in labor charges, but that amount can change because labor hours can be unpredictable through the process. The contractor also affirms that there is more than the drip pan at stake with RTU-1, and Interim Director Plante would like to move forward with a vote regarding all items for RTU-1. This would not only allow us to address the long-term issue more effectively, but save taxpayers money because every visit from the contractor costs an additional fee for transit etc.
        - Chair Hendricks: how do we make a motion when we don't have a dollar amount? Interim Director Plante: use the purchasing policy authorization.
        - **Motion made by Secretary Laue to approve Interim Director Plante using emergency purchasing to cover RTU-1 maintenance and repairs, seconded by Vice Chair Marrocco. Motion passes 5-0.**

- Deep cleaning before reopening: $2,400 for "professional construction cleaning," which refers to deep cleaning. As a reminder, we have not been expending our full contracted amount for custodial services this FY.
    - **Motion made by Secretary Laue to expend $2,400 for professional construction cleaning out of the custodial services line of the budget, seconded by Vice Chair Marrocco. Motion passes 5-0.**
- Stripping and waxing meeting room and lower-level hallway floors: $1,750, to be done at the same time as the deep clean.
    - **Motion made by Secretary Laue to expend $1,750 for waxing from the custodial services line of the budget, seconded by Trustee Mallick. Motion passes 5-0.**
- Tuition reimbursement additional funding: The current budget covers 1.3 classes for each of the two staff members working towards their MLS degrees, and leaves no money available for other staff seeking reimbursement. Interim Director Plante requests the Board to consider overspending this budget line to cover 1.5 ($492) or 2 classes ($2,250) for these staff members. This shortage is being addressed as well through the FY28 budget.
    - Chair Hendricks: current union negotiations put us in a tricky position to respond to this. Vice Chair Marrocco recommends that we seek legal counsel to affirm what is and isn't permissible under status quo.
- Additional flagpole repairs: $893.95 to improve the flag pole operation, but is not strictly necessary. **Motion by Secretary Laue to expend $893.95 from the maintenance line for flagpole repairs, seconded by Treasurer Palo. Motion passes 5-0.**
- Assabet Interactive room booking module: This adds functionality to the Assabet Interactive services we already use. In particular, it allows patrons to reserve rooms online through their library card; we could also use this for Talk Box if we wanted. This would require staff to undergo a little training and to update the Library's room policy. This was also considered as a CIP project, but has been included in the FY28 budget for maintenance. This is $800 annually, with a $150 one-time setup fee. **Motion by Secretary Laue to expend $950 from management services to cover this module, seconded by Trustee Mallick. Motion passes 5-0.**
- Tree trimming/removal: This has been prepared in conjunction with DPW. The verbal quote is for $1,600-$1,800 to trim trees that are touching the building roof. The trees lining the building's sidewalk may need to be removed as well, as student foot traffic to the high school may necessitate that as snow and ice weigh branches down.
    - Trustee conversation ensues about long-term planning, the community value of the trees, balancing that against the safety and well-being of pedestrians and staff.
    - **Motion by Secretary Laue to spend up to $1,800 from maintenance for tree trimming, seconded by Trustee Mallick. Motion passes 5-0.**

- Contracts:
    - Assabet Interactive: **Motion by Secretary Laue to expend $1,650 from management services for Assabet Interactive, seconded by Trustee Mallick. Motion passes 5-0.**
    - A-1 Phoenix janitorial service: Interim Director Plante recommends continuing with this service because they do good work and are highly responsive to feedback and requests. They are offering a 4% decrease in cost, charging $2,195 per month. **Motion by Secretary Laue to continue the contract with A-**

1 Phoenix for $2,195/month, seconded by Vice Chair Marrocco. Motion passes 5-0.

- Acceptance of Unanticipated Funds under RSA 202-A:4-c and RSA 202-A:4-d:
    - $10 anonymous unrestricted donation
    - $880 from Friends of the Leach Library to sponsor adult book discussion programs, story time program at Sensory Seekers, and Concert on the Common for Kids.
    - 32 books valued at $508.67 from Friends of the Leach Library. Interim Director Plante notes that this kind of donation has been ongoing with the Friends, and was particularly beneficial when purchasing was on hold during the transition between fiscal years.
        - Vice Chair Marrocco notes that any community member can donate $10 to the Friends to become a Friend.
    - **Motion made by Secretary Laue to accept these unanticipated funds under RSA 202-A:4-c and RSA 202-A:4-d, seconded by Vice Chair Marrocco. Motion passes 5-0.**

Public Comment:

- Linda Lampkin, 4 Griffin Road: Anyone who wishes to pay $10 to become a Friend of the Leach Library at Old Home Days will receive a special gift made by Dana.

Adjournment: motion to adjourn made by Secretary Laue at 8:24 PM, seconded by Vice Chair Marrocco. Motion passes 5-0.

Minutes prepared by Secretary Laue.