Leach Library Board of Trustees
Draft Meeting minutes
August 20, 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
- Moira Ryan, Trustee
- Donna Plante, Interim Library Director

Members Absent:

- Jan McLaughlin, Trustee
- Maryam Mallick, Trustee

Call to Order: made at 7:02 PM by Chair Hendricks

Consent Agenda:

- Approval of minutes from August 10, 2026
- Next meetings: September 3 and October 8, 2026
- **Motion to accept the consent agenda made by Secretary Laue, seconded by Vice Chair Marrocco. Motion passes 4-1, with Trustee Ryan opposing.**

Public Comment: None.

Treasurer's Report: presented by Treasurer Palo.

- Thank you to Colleen Madgziarz and Interim Director Plante for their work on the numbers.
- $25.24 in the Book account
- $48,095.89 in the Trustee account
- Liaison Nicole Dery has reached out to offer tailored support for the budget cycle; Treasurer Palo will connect her with Interim Director Plante for specifics.
- Vice Chair Marrocco: should the financial subcommittee begin meeting to address and spend the earmarked money in the Trustee account? Treasurer Palo: Yes.

Committee Reports:

- Grand Reopening: presented by library staff member Megan Donovan. The committee met to set goals for the reopening; the date is still TBD pending the mold retesting results. The tentative idea is to have specific, dedicated time slots for members of the public to come in for interactive events:
    - Morning: a ribbon cutting with refreshments in the downstairs meeting room, tours, and a behind-the-scenes video of the refurbishment process
    - Raffles

    - An interactive exhibit, such as poster books or apples, for attendees to write on to share thoughts about the library and its reopening
    - Afternoon: a Kona ice truck, picnic-style event, a special giveaway for the first X number of people to attend, a ribbon cutting for Oscar to come home
    - The committee is seeking donations from local organizations for cider, apples, etc.
    - The committee will meet again on 8/27
- Library Director job hunt subcommittee: met immediately prior to this meeting, so minutes were not yet available. Vice Chair Marrocco and Treasurer Palo read the revised drafts of the job description and posting out loud.
    - Discussion: this will be posted on NH Job Line, per Interim Director Plante, and could potentially be posted on the Simmons job board site to seek a broader regional hiring pool. The New England Library Association could also be a potential posting spot, as well as the town boards.
        - Trustee Ryan: why include the information regarding the town's population and size? Consensus discussion: it helps potential applicants set their expectations about the kind of community they would be serving.
        - Chair Hendricks: when would we post this? Interim Director Plante: has the HR department provided a timeline? If possible, we could have it out next week if that works for them. They may also have municipal channels to list this posting. We should also set an application timeline. Treasurer Palo will reach out to the NELA and Simmons to post.
    - **Motion made by Vice Chair Marrocco to adopt the job description and job posting drafts as presented this evening, seconded by Secretary Laue. Motion passes 4-1, with Trustee Ryan voting against.**
    - Deadline for applications: should be at least two weeks after the posting goes live. Interim Director Plante recommends between three weeks and one month after, and to set a hard date and time for applications to close.
    - **Consent is to close applications on 9/30 at 5 PM.**

Presentations and Discussion:

- Building update: presented by Interim Director Plante. We are still on schedule, but we have just learned that ReArch found two places with mold (the sink in the janitorial closet, and the sink in the employee kitchen). ReArch removed the mold before patching the drywall in the janitorial closet, and addressed the visible mold in the kitchen without having to tear out more drywall. They have been asked to further examine those spaces; ReArch will have to remove countertops and cabinets to check the kitchen area thoroughly, and there is still money under our contract for this part of the process. It sounds like we will still be on schedule, even with this. Board consensus is to proceed.
    - Mold retesting was done on 8/19, but those two areas were not part of the initial mold finding so they were not part of the test. We should have the retest results next week.
    - RTU 1 unit work should be scheduled for next week, per the decisions made during the last meeting, and the deep clean will be scheduled as well.
- Board of Trustees bylaws draft**:** presented by Secretary Laue. Secretary Laue read through the draft to provide clarity regarding changes and to be transparent with the public regarding changes. Discussion points:
    - Can we clarify whether all meeting do need to be audio/video recorded per RSA 91-A?
    - Can we clarify that subcommittee meetings need to be posted?

- For legal services, say “may” instead of “shall” for coordinating with the Town Manager.
- Do the laws regarding special meetings cover the election of Board officials?
- Affirm that the Chair and Treasurer act with Board approval.
- Do we want to designate a time for the CTU report?
    - Note from Megan Donovan: the Library’s fiscal year ends on July 30th.
- Trustee Ryan: add “reasonable effort” for attending meetings and a timeline for documents to be reviewed.
- Discussion regarding the inclusion or removal of information regarding the Director’s responsibility for employees. Based on the RSAs, Article II 1.6 and 1.8 need to be rewritten.
- Include wording in II.1.9 to clarify “awareness” of financial materials.
- Do we want to have first, second, and third readings as an option for materials being presented?
- III.3.1 clarify if it’s a regular or special meeting.
- Change verbiage regarding the IT Department.
- Legal: clarify that there are two possible avenues for coverage.
- Interim Director Plante: is there any information regarding attendance policies and consequences? Chair Hendricks: we consulted with legal counsel and, as elected officials, we cannot be removed from office except under very specific circumstances.
    - Expectations regarding Town email and social media postings.
- Questions regarding our use of abridged vs. simplified Roberts Rules.
- The subcommittee will meet on August 26th at 6 PM in the Sunnycrest Meeting Room to address these suggestions and modifications.

Deliberations and Vote:

- Outreach at Londonderry Pride: the Library has been invited to do an outreach booth at Pride, similarly to the Old Home Days booth. This would require two staff members to have modified schedules. **Motion by Secretary Laue to approve the outreach booth at Londonderry Pride on 9/12, seconded by Treasurer Palo. Motion passes 5-0.**
- Tentative reopening process: based on discussions at the previous meeting.
    - **Motion by Secretary Laue to close library operations at LPD on Wednesday, 9/2, pending mold retest results, seconded by Vice Chair Marrocco. Motion passes 5-0.**
    - **Motion by Secretary Laue to redistribute Saturday, 9/5/26 staff hours to Monday-Friday pending the mold retest results, seconded by Vice Chair Marrocco.** Clarification by Trustee Ryan regarding the duration of this redistribution. **Motion passes 5-0.**
    - Chair Hendricks: can we please invite the Police Chief and similar individuals to our next meeting so we can publicly thank them? Interim Director Plante: yes, the Chief, the Town Manager, and Bob Slater can be contacted. Discussion follows regarding when to publicly thank these individuals and whether the grand reopening or other times would be a better fit for their schedules.
        - Vice Chair Marrocco and Interim Director Plante discuss gift or dedication offerings as well.
- Funding requests:
    - Furniture replacement for second FY26 insurance claim: this request is to spend the $3,885.67 insurance reimbursement, plus $530.73 from a previously-accepted furniture funding donation, to purchase furniture replacement. The total

cost is $4,416.40. **Motion by Secretary Laue to approve this expenditure as noted, seconded by Treasurer Palo. Motion passes 5-0.**

- Grand reopening celebration: the Friends are donating $500 towards the reopening celebration and a gift basket that includes a $100 gift card to Gibson's, a book supplier, for raffle. This request is for the Board to match these donations. Interim Director Plante suggests making the gift card a grocery card or similar. **Motion by Secretary Laue that the Board donate $500 from the Trustee account to the reopening celebration, seconded by Treasurer Palo. Motion passes 4-0-1, with Trustee Ryan abstaining.**
  - **Motion by Secretary Laue to donate $100 from the Trustee account for a gift card, seconded by Vice Chair Marrocco. Motion passes 5-0.**
    - Vice Chair Marrocco will prepare the gift basket.
- Tuition reimbursement additional funding: this was raised at the previous meeting and tabled due to questions about the impact of status quo on our ability to increase tuition funding. Chair Hendricks consulted with legal counsel and was advised that we may vote on this issue without violating the status quo environment. Interim Director Plante recommends spending from the Salary line of the budget to accommodate the overspending in the Tuition Reimbursement line. **Motion made by Secretary Laue to approve the expenditure of $2,250.00 for tuition reimbursement, seconded by Vice Chair Marrocco.** Trustee Ryan raises the question about whether relying on the salary line in a bottom-line budget is permissible; the Chair and Vice-Chair believe it is appropriate, and Treasurer Palo recommends double-checking. **Motion passes 4-0-1, with Trustee Ryan abstaining.**

- Acceptance of Unanticipated Funds under RSA 202-A:4-c:
  - $500 from Friends of the Leach Library for reopening celebration
  - **Motion by Secretary Laue to accept these unanticipated funds, seconded by Vice Chair Marrocco. Motion passes 5-0.**

Public Comment: None.

Nonpublic Session: Motion made by Secretary Laue to enter nonpublic session under RSA 91-A:3, II(a). Motion passes 5-0 by roll call vote.

Discussion points:

- Annual review of Megan Donovan: Megan has taken on substantial responsibilities through the building project and is serving as one of the partial Assistant Directors at this time. Interim Director Plante recommends that she receive her full merit bonus of $3,014.65. **Motion made by Secretary Laue to approve the bonus of $3,014.65, seconded by Treasurer Palo. Motion passes 5-0 by roll call vote.**
- Annual review of Kathleen Smith: Kat has earned an "outstanding" rating and is recommended for the full merit bonus of $1,589.44.
  - Secretary Laue clarifies the appropriateness of her participation in the vote, given that she and Kathleen are friends outside the Library. Board consensus is that Secretary Laue may vote without conflict of interest. **Motion made by Secretary Laue to approve the bonus of $1,589.44, seconded by Vice Chair Marrocco. Motion passes 5-0 by roll call vote.**

Nonpublic session ended by roll call vote at 9:08 PM.

Adjournment: Motion to adjourn made by Secretary Laue at 8:10 PM, seconded by Vice Chair Marrocco. Motion passes 5-0.

Minutes prepared by Secretary Laue.