Leach Library Board of Trustees
Draft Meeting minutes
October 7, 2026 at 6:30 PM
Leach Library, Londonderry NH

Members Present:

- Nancy Hendricks, Chair
- Beth Marrocco, Vice-Chair
- Erica Laue, Secretary
- Azra Palo, Treasurer
- Moira Ryan, Trustee
- Jan McLaughlin, Trustee (arrived at 7:24 PM)
- Megan Donovan, Head of Circulation Services
- Jennifer Frenkiewich, Head of Children's Services

Members Absent:

- Maryam Mallick, Trustee

Call to Order: made by Chair Hendricks at 6:35 PM.

Nonpublic Session: Motion made by Secretary Laue to enter nonpublic session under RSA 91-A:3, II(a), seconded by Vice Chair Marrocco. Motion passes 4-0 by roll call vote.

Discussion points:

- Library technician Laura Reinhold's annual review is due. Jennifer Frenkiewich, her supervisor, speaks highly of her work performance and goal-setting, and recommends that she receive the full 3.5% merit increase as a lump sum payment of $2,270.63.
- **Motion made by Secretary Laue to approve the lump sum payment of $2,270.63 to Laura Reinhold, seconded by Treasurer Palo. Motion passes 5-0.**

Motion to end nonpublic session made by Secretary Laue, seconded by Vice Chair Marrocco. Nonpublic session ended by roll call vote at 6:50 PM.

No business conducted between the end of nonpublic session and the reopening of public session.

Public session called to order by Chair Hendricks at 7:00 PM.

Consent Agenda:

- September 30, 2026 minutes
- Next meetings: 10/21, 11/4
- **Motion to accept the consent agenda made by Secretary Laue, seconded by Vice Chair Marrocco. Motion passes 4-1, with Trustee Ryan voting against.**

Public Comment: None.

Staff Reports: presented by Ms. Donovan.

- July and August circulation statistics: we added 54 new patrons in July, saw an increase in digital content circulation over the two months, and had good numbers for museum passes.
- 665 patrons participated in the summer reading program, reading 8,211 books all told.
- February through August we had 33,490 visitors to our satellite locations, 368 new patrons, and 34,179 physical items checked out. Massive kudos to GMILCS libraries for providing so many of those materials while our own collection was inaccessible!
- For reference, we had 107 new cards in September, including the week that the library was closed. Over 500 people came in on opening day.
- There is another table coming for the teen area that was delayed in shipping.
- Ms. Frenkiewich notes that we had 36 children's programs with 500 total participants in July and August. Additionally, there were approximately 100 attendees at the Concert on the Common for kids. Similarly, having the magician perform as part of the Old Home Days events allowed us to draw a larger crowd. Colleen Madgziarz will be starting up her Growing Up Wild program next month.
- Chair Hendricks: can Becca please give us an update on her winter reading program idea sometime soon?

Treasurer's Report:

- No stats for September yet.

Committee Reports:

- None.

Presentations and Discussion:

- Finance director Justin Campo: Mr. Campo presented information regarding different types of trust funds (maintenance, capital reserve, etc.). Mr. Campo recommends against doing multiple types of trust funds this year due to the number of potential warrant articles that could be generated.
    - Since we are looking for somewhat more general purpose funds, under RSA 35:1-c there is a non-capital reserve fund that permits the establishment of a fund for the maintenance and operation of a specific public facility.
    - The amount needed to establish the fund depends on our expectation for what we expect to spend it on and when.
    - Ms. Donovan notes that computer replacements have been on the list for consideration, which would be $1,500 to $2,000 per unit. The budget currently has room to replace one, whereas with the reserve fund we could replace three of the older ones so that we aren't replacing all of them at once.
    - Chair Hendricks suggests that $20,000 might be a good starting investment.
    - Mr. Campo notes that any money put into the fund beyond interest accrued must be approved by the voters.
    - Trustee Ryan requests clarification if we need to update the MOA with the town if we're establishing a fund for this building; Chair Hendricks states that it does not, based on her information.
    - Budget discussion: Chair Hendricks wonders if we should consider increasing the Maintenance line of the FY28 budget. Mr. Campo notes that our previous history of overspending the line item supports an increase, but that the difficult nature of the budget season means that we may have that line decreased in committee.

        - Legal line item: the FY28 budget proposal requests $7,500; since December 2025, we have spent $26,624 in union negotiations. This is an unusual year because it is a negotiation year.
        - Children's librarian item: Mr. Campo affirms that the budgeted rate is for today's rate, not the rate as approved two years ago.
    - Bond for Phase 2B: Mr. Campo used a 5% interest rate because the federal rate is anticipated to increase in December. The dollar amounts on the bond reflect *estimates* based on that interest rate.
    - Mr. Campo is not a fan of requesting new positions in the same year as putting the bond, the reserve fund, and the collective bargaining agreement on the ballot.
- Library Director search committee: presented by Chair Hendricks. All resumes for the applicants will be printed by the library. The search committee will convene to review the resumes and filter the top candidates to the Board for interviews. Staff are asked to provide questions for the candidates; Chair Hendricks, Vice Chair Marrocco, and Secretary Laue will interview the candidates. Interim Director Plante has recused herself from the interviews because of a connection to one of the candidates.
    - Jennifer and Colleen have been selected by the staff to participate with this process.
- Building update: presented by Ms. Donovan.
    - On 10/1, the temporary air conditioning units were disconnected. The dehumidifiers are still connected and working; the downstairs one is reaching its threshold consistently and so is running less, as is expected for the time of year.
    - On 10/6 a patron fell on the front steps, and there is a question of whether the loose hand rail was a causing factor. The patron did not want to submit an incident report and Tanya received the report to submit to Primex; the case is considered closed unless the patron chooses to pursue the incident report further. DPW declined to assist us with the railing at this time, but Ms. Donovan is working with the Interim Town Manager to determine how to proceed with repairs. In the meantime, there is caution tape on the loose railing.

Deliberations and Vote:

- Library budget FY28: The question is whether to increase the Maintenance line on the budget as a proactive measure, and if so by how much? Consensus is that $5,000 feels too low, particularly with the impact of inflation on the cost of parts, but more than that may be difficult to pass.
    - **Motion made by Secretary Laue to increase the Maintenance & Repairs line (line 4630) of the FY28 budget proposal by $5,000 to $35,000. Motion seconded by Vice Chair Marrocco. Motion passes 6-0.**
    - **Motion made by Secretary Laue to approve the updated FY28 draft budget total to $1,660,675.00, seconded by Vice Chair Marrocco. Motion passes 6-0.**
- Fine-free request: **Motion made by Secretary Laue to approve the fine-free request policy, seconded by Vice Chair Marrocco.** Trustee McLaughlin, in discussion, expresses concern about the removal of the incentive of late fees. **Motion passes 5-1, with Trustee McLaughlin voting against.**
- Children's Librarian:
    - Job description: **Motion made by Vice Chair Marrocco to accept the job description for the children's librarian, seconded by Secretary Laue. Motion passes 6-0.**

    - Job posting: the salary listed in this posting reflects no educational incentive; the Town has budgeted for the position to be filled by a candidate with a Master's degree.
        - Posting date: if we post it on 10/13, a four-week window would be 11/6.
        - **Motion made by Secretary Laue to approve the amended Children's Librarian job posting with the 10/13-11/6 date range, seconded by Treasurer Palo. Motion passes 6-0.**
- FY28 staffing requests: Discussion again focuses on the certain need for these positions, but the realistic concern that voters will be overloaded by warrant articles and will vote them down. Vice Chair Marrocco is concerned that every year will be a big year for warrant articles, and that there will always be a reason to understaff when other expensive items are going to the ballot.
    - FT library technician: **Motion by Trustee McLaughlin to approve a warrant article for the FT library technician position, seconded by Secretary Laue.** Discussion revolves around the grey area of new positions created when a CBA is on the ballot and the possible benefit of putting the position under the budget instead. **Motion passes 4-2, with Chair Hendricks and Vice Chair Marrocco voting against.**
    - FT executive assistant: **Motion by Secretary Laue to approve a warrant article for the FT executive assistant position, seconded by Treasurer Palo.** Discussion focuses on how to communicate the benefits of this staff member to the public. **Motion passes 4-2, with Chair Hendricks and Trustee McLaughlin voting against.**
- FY28 warrant articles:
    - Bond for Phase 2B: Vote not necessary to move the bond to the Town.
    - Union contract: **Motion by Secretary Laue to move the union contract forward to the town, seconded by Vice Chair Marrocco. Motion passes 6-0.**
    - Trust fund(s): **Motion by Secretary Laue to establish a non-capital reserve fund under RSA 35:1-c for $20,000, seconded by Treasurer Palo. Motion passes 6-0.**
- Acceptance of unanticipated funds under RSA 202-A:4-c:
    - Deborah Belcher: $84.88 to renew three magazine subscriptions that were cut for FY27.
    - **Motion made by Secretary Laue to accept these funds under RSA 202-A:4-c, seconded by Trustee Palo. Motion passes 6-0.**

Public Comment: None.

Adjournment: motion made by Secretary Laue at 8:58 PM, seconded by Vice Chair Marrocco. Motion passes 6-0.

Minutes prepared by Secretary Laue.