

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, April 14, 2025

Present: Kathleen Kenny (*Library Director*), Rachael Armstrong (*Chair*), Monica Cataldo (*Secretary*), Lorraine Lindenberg (*Co-Treasurer*), Andrea Lindsey, Pete Marcotte (*Co-Treasurer*), Meryle Zusman, Jack Robillard (*Recording Secretary*)

Absent: Virginia Austin, Erin Spencer, (*Town Council Liaison*)

Call to Order: 6:40 p.m.

PUBLIC SESSION

Amendments to Agenda: Director Kenny asked that “providing a key for the NHSL van driver pick up/drop off” be removed. A change in staff hours solved the problem of access.

Acceptance of Minutes: Rachael Armstrong moved to accept the draft minutes from March 17, 2025; Lorraine Lindenberg seconded. All trustees present voted in favor. None opposed. Motion passed.

Treasurers’ Report: Lorraine Lindenberg reported that 72% of the budget has been expended (Period 9) with 75% of the FY gone by and 25% remaining. ENE and Code Red expenses (\$4,728.42) and \$3,000 for repair of the overhang at the Children’s entrance have been paid from the General Fund. Special Fund balance is \$211,095.74 with no encumbered funds.

Trustee Monica Cataldo asked if more will be spent from the materials line in the General Fund as there is still 8.3% of that budget line remaining (\$7,231). Director Kenny replied that in May they will expend more; the materials selectors typically try to wrap up ordering for the fiscal year in May. Treasurer Lindenberg noted, if the materials line in the General Fund is expended, monies from the Special Fund can be used for materials.

Director and Staff Reports: Director Kenny noted that roofing estimates (4 of 5 so far) will be presented in detail at the May meeting. She stated that Granite State Sewer and Drain has cleared the blockage in the plugged roof drain. Trustee Andrea Lindsey asked if the Director were responsible for roof repairs. Director Kenny will contact Mike Fowler regarding roofing contractors. Trustee Andrea Lindsey also asked about using Capital Improvement Funds. She suggested having a survey for a capital improvement profile to plan for needed improvements/repairs over time. E.g., flat roofs have only a 10- year lifetime and are an expected expense. There was a discussion of the boiler replacement and the shoddy work of the original installation. Director Kenny said boiler repair and roof estimates, along with ENE Systems (and other) estimates will be presented at the May meeting. Director Kenny asked if the Finance Committee needed to meet to review the estimates for the roof and boiler before they

were presented to the full board. Others responded that the Finance Committee need to meet only for emergencies.

Director Kenny continued: She attended several meetings (ALA webinar with the Friends re: how to grow and promote Friends membership; ULAC re: cuts in IMLS and the NH Humanities funding. She also provided Legislative updates on HB 143; HB 273 and HB 666 which have passed the House, but their fate is uncertain in the Senate.

Director Kenny presented the budget at the Town Council meeting April 3. The Council approved the library's budget and will meet May 6 to pass the full budget. All commented on the positive support the library has received from the Town.

Gifts and Unanticipated Revenues:

\$100 memorial donation from the Derry Garden Club for the purchase of books. Moved to accept by Lorraine Lindenberg. Seconded by Monica Cataldo. All trustees present voted in favor. Motion passed.

\$300 NH Humanities funding of the Robert Frost program. Lorraine Lindenberg moved to accept. Monica Cataldo seconded. All trustee present voted in favor. Motion passed.

\$20.57 Sarah MacMurphy Trust Fund distribution. Lorraine Lindenberg moved to accept. Rachael Armstrong seconded. All trustees present voted in favor. Motion passed.

\$123.92 Helen Hood Fund Lorraine Lindenberg moved to accept. Rachael Armstrong seconded. All trustees present voted to accept. Motion passed.

\$12.39 Arts and Crafts Fund. Lorraine Lindenberg moved to accept. Rachael Armstrong seconded. All trustees present voted to accept. Motion passed.

A motion was made by Lorraine Lindenberg to "accept any and all unrestricted monetary gifts and unanticipated revenues received." Seconded by Rachael Armstrong. All trustees present voted to accept. Motion passed.

Correspondence: Secretary Monica Cataldo wrote Thank You notes to the Derry Garden Club and the Friends of the Derry Libraries for their donations.

Announcements: The Trustees welcomed Andrea Lindsey to her first meeting since newly elected. Pete Marcotte mentioned he participated in last year's Library Hop, visiting other libraries in GMILCS. Monica Cataldo went to a 3D printer demonstration.

Public Comment: None

New Business:

Appointing officers: **Chair**, Rachael Armstrong (continuing until February, 2026. She will not run again.); **Vice-Chair**, Meryle Zusman (Nominated by Monica Cataldo; seconded by Andrea Lindsey; **Treasurer**, (continuing) Lorraine Lindenberg; **Secretary**, (continuing) Monica Cataldo

Committee assignments: **Personnel Committee** – Meryle Zusman, Pete Marcotte, Lorraine Lindenberg. **Strategic Planning** - Rachael Armstrong, Monica Cataldo, Andrea Lindsey:

Motion moved by Rachael Armstrong to accept all nominees. Seconded by Pete Marcotte. All trustees present voted to accept. Motion passed.

Finance Committee (tentatively Lorraine Lindenberg, Pete Marcotte and Meryle Zusman **and the Policy Committee** (tentatively Rachael Armstrong, Monica Cataldo and Andrea Lindsey) are on hold until *Chair* Rachael Armstrong contacts Victoria Austin about her interest. Andrea Lindsey expressed her interest in being on a committee where needed.

Trustee alternates: Margaret Ives and Paula D'Entremont were proposed for consideration:

Spending fine account money on promotional item for sale at circulation desk: Handouts were circulated of coffee mugs with prices, including setup costs. Discussion followed about the expense. Tabled until the May meeting for further, less expensive options.

Meryle Zusman asked about trustees' emails. Director Kenny will send out a list.

Old Business: See Director's report.

Adjourn: 7:35 p.m.

Next Meeting
Monday, May 19, 2025

Minutes respectfully submitted by Jack Robillard, Recording Secretary