

Board of Trustees Meeting Minutes
Meeting Room Side B
Monday, September 15, 2025

Present: Kathleen Kenny (*Library Director*), Victoria Austin (remotely), Monica Cataldo (*Secretary*), Lorraine Lindenberg (*Treasurer*), Andrea Lindsey, Pete Marcotte, Meryle Zusman (*Chair*), Jessica Restucci, (*Alternate*), Jack Robillard (*Recording Secretary*)

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

Call to Order: Meryle Zusman called the meeting to order at 6:32 p.m.

PUBLIC SESSION

Amendments to Agenda:

- 1) Treasurer's report error in August 18 minutes
- 2) Need to approve recent hiring of new Circulation Clerk
- 3) Add a \$10 cash donation received Sept. 4
- 4) Monica Cataldo would like to discuss Susan Brown's retirement

Acceptance of Minutes:

Correction of GMILCS dues in Expenses Paid from \$2,529.52 to \$48,760.00

Monica Cataldo moved to accept the minutes of August 18 as amended. Andrea Lindsey and Lorraine Lindenberg both seconded. All trustees present in-person and remotely voted to accept the minutes as amended. Motion passed

Treasurers' Report: Lorraine Lindenberg reported that we've expended 20.4% of the budget and we are 16.6% through FY26 with 83.4% remaining. Expenditures under Professional Services were IT support for setting up the new server (\$3,465), and Comcast (\$302). Under Operating Expense, we renewed periodicals for one year: 49 subscriptions totaling \$2,072.61 (Adult) and \$226.85 (Children's). Under Materials, the all-in budget is \$111,818 (\$86,718-General and \$25,100-Special). We are currently at 11% of the total budget.

Pete Marcotte questioned the Professional Services line in the General Fund Report. Treasurer Lindenberg noted the per cent remaining should be 26.9%. not 73.1% as printed. Since the report is generated by computer, she will investigate the error.

Director and Staff Reports: Director Kenny met with the Town Clerk and learned that the meeting minutes need to be signed by the Chair (Meryle Zusman). She mentioned that the Town Clerk may be stopping by to swear in the Trustee Alternate Jessica Restucci as Rachael Armstrong's replacement. (*NB: The Town Clerk did not attend and Jessica was instructed how to appear at Town Hall and ask to be sworn in.*)

It was noted that the lower circulation numbers in Susan's report were lower than usual due to

the recent library closings because of AC issues during hot weather. Since we are a net lender to other libraries, the numbers within the network remain strong. Meryle Zusman asked about patron response to the closings. Director Kenny noted that they understood due to the hot weather.

Building update: Director Kenny is expecting an ENE technician tomorrow (September 16) to discuss the new boiler installation.

She reported that the Nintendo Switch and two games that had been overdue for several months were finally returned in late August. There was a discussion about consequences for the delinquent return of Unusual Items that required police contact with the patron. Pete Marcotte felt strongly that the patron should be welcomed to return to the library, but be suspended from checking out items for a period of time, and other libraries should be notified of this patron's behavior. Since this is a Policy change, it was referred to the Policy Committee to make a recommendation. In addition, the committee should consider a policy revision with regard to Parental Rights that was recently enacted into law.

GMILCS has determined, after a long discussion, that payment for lost materials between libraries will be prepared by GMLCS staff (Sept. 1 – Aug. 31), and paid annually by each library rather than on an individual basis.

Gifts:

\$100 from the Merri-Hill-Rock library co-op for an NHLA attendance scholarship for Yahira Vallario. Motion to accept by Lorraine Lindenberg; seconded by Andrea Lindsey. All present in-person and remotely voted in favor. Motion passed.

\$130 from the Marion Garish Center for their contribution for the Jeff Rapsis program in October. Motion to accept by Lorraine Lindenberg; seconded by Andrea Lindsey. All trustees present in-person and remotely voted in favor. Motion passed.

\$10 cash donation received Sept. 4. Motion to accept by Lorraine Lindenberg; seconded by Andrea Lindsey. All trustees present in-person and remotely voted in favor. Motion passed.

Lorraine Lindenberg moved to "Accept any and all unrestricted monetary gifts and unanticipated revenue received between now and the next meeting." Monica Cataldo seconded. All trustees present in-person and remotely voted in favor. Motion passed.

Correspondence: Secretary Monica Cataldo sent a thank you note to a patron for the donation for craft supplies last month.

Announcements:

Former Trustee Chair Rachael Armstrong is having her baby TODAY!

Kathleen Kenny noted we need another alternate candidate since Jessica Restucci will be replacing Rachael Armstrong until the end of her term. Victoria Austin suggested putting a sign in the library and Andrea Lindsey suggested contact with patrons in the Children's Room by

librarian Ray Fontaine to encourage parents to be on the Board. It was decided to start with in-library recruitment to ensure library users were encouraged to volunteer before putting the announcement on the web.

Public Comment: None

New Business:

Meryle Zusman moved to appoint Andrea Lindsey as the new Vice Chair. Pete Marcotte seconded. A roll-call vote was taken and all trustees present in-person and remotely voted in favor. Motion passed.

It should be noted that the Chair recalled that a roll-call vote was required. Previous votes were re-taken with a roll call vote. Moving forward, all motions were voted on by roll-call vote.

A motion was made by Monica Cataldo to appoint Alternate Jessica Restucci as a full Trustee to replace Rachael Armstrong until the end of her term (2026) –pending being sworn in. (noted by Lorraine Lindenberg). Motion was seconded by Lorraine Lindenberg. A roll-call vote was taken. All trustees present in-person and remotely voted in favor. Motion passed.

Meryle Zusman moved to approve the 2026 Holiday Closings and Board Meeting Dates as amended (Board Meeting December date moved from December 21 to December 14 and a July 3 (Friday) line to be added as well as July 4 (Saturday) due to America's 250th Anniversary.) Andrea Lindsey seconded. A roll-call vote was taken and all trustees present in-person and remotely voted in favor. Motion passed.

Lorraine Lindenberg moved to accept the Special Fund FY2026 budget as recommended by the Finance Committee. Monica Cataldo seconded. A roll-call vote was taken and all trustees present in-person and remotely voted in favor. Motion passed.

Lorraine Lindenberg moved to approve the transfer of \$20,279.27 of unused funds from the FY 2025 budget to the Capital Reserve Account. (Director Kenny and Treasurer Lorraine Lindenberg noted that next year transfers should be done in June/July.) Seconded by Pete Marcotte. A roll-call vote was taken and all trustees present in-person and remotely voted in favor. Motion passed.

Monica Cataldo moved to approve the hire of Gwenne C. Lopshire as part-time Circulation Clerk at \$15.12 per hour. Lorraine Lindenberg seconded. A roll-call vote was taken of all trustees present in-person and remotely. All voted in favor, except one abstention (Victoria Austin), due to not having sufficient information about the candidate.

Susan's retirement. A pot-luck lunch will be held for Susan Brown on September 25. A discussion followed regarding an appropriate gift since she will be returning as part-time Assistant Director after a month's absence. Lorraine Lindenberg moved to approve a \$50 gift certificate (with a more substantial celebration for her later retirement.) Pete Marcotte seconded.

A roll-call vote was taken of all trustees present in-person and remotely. All voted in favor. Motion passed. Director Kenny will place a card in her office for staff to sign.

Andrea Lindsey asked about background checks for volunteers. Director Kenny noted we do not have any adult services volunteers, but noted that volunteers in the Children's Room require CORI checks. She will investigate the type of background check further.

Victoria Austin asked about getting a handle on service contracts. Director Kenny will schedule a meeting with Mike Fowler and the Building Facilities Department to review the preventative maintenance contracts.

Old Business: None

Adjourn: Pete Marcotte moved to adjourn the meeting at 7:40 p.m.

Next Meeting

Monday, October 20, 2025, at 6:30 p.m. in Meeting Room Side B

Minutes respectfully submitted by Jack Robillard, Recording Secretary