

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, June 16, 2025

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

Absent: Erin Spencer (*Town Council Liaison*)

Call to Order: Rachael Armstrong called the meeting to order at 6:33

Amendments to Agenda: Director Kenny would like a vote on paying the NHLTA dues.

Acceptance of Minutes: BOT Meeting 5/19/2025 - Pete Marcotte would like his name corrected under "Treasurers Report" in the minutes. It should be Pete, not Paul.

Treasurers' Report: Lorraine Lindenberg reported we have expended 88.3% of the budget In Period 11. We are 92% through the FY with 8% remaining. There is \$210,603 remaining in the Special Fund. Trustee Pete Marcotte asked the meaning of "DPL Use of Fund Balance - \$27,200." Director Kenny will find out.

Director and Staff Reports: The library posted 3 jobs:

Page Maura Corvino will work through mid-July.

Circulation Assistant Andy Sullivan has left for a job at a library closer to home.

Head of Reference Susan Brown is preparing for retirement at the end of September and will come back as part-time Assistant Director. She will be available during the month of September to train the new person.

HVAC issues were discussed, the library experienced extremes of heat and cold. ENE fixed the problem valve under our service contract. There was a general discussion, questioning the quality of ongoing maintenance. (Lorraine Lindenberg asked, "Why wasn't the valve problem discovered sooner when other pipes were replaced?") Victoria Austin was concerned that other areas haven't been touched in 10 years. Andrea Lindsey suggested a checklist of what needs to be inspected.

Director Kenny noted that the meeting room divider was fixed.

Legislative updates for HB 143 (Relative to the issuance of no trespass orders on municipal or school district property) and HB 273 (Relative to a parent's access to their minor child's library records) were presented. Both are in committee.

Director Kenny reported that Summer Read started today (June 16).

Per the decision at the May meeting to spend up to \$10,000 for a new server, after consultation by Jennifer Khoury with the Town's IT department and our IT consultant, Dick Lambert, a new server was purchased from the fine account at the cost of \$7,127.

Gifts and Unanticipated Revenue:

\$100 donation received from the Derry Oak Village Cooperative – Rachael Armstrong moved to accept. Lorraine Lindenberg 2nd. A roll call vote was taken and all trustees present, in-person and remotely, voted in favor.

\$337 received from Friends of the Derry Public Libraries to cover half of the cost of a summer reading program – Rachael Armstrong moved to accept. Pete Marcotte 2nd. A roll- call vote was taken and all trustees present, in-person and remotely, voted in favor.

\$20 from a patron donation for Notary Services – Rachael Armstrong moved to accept. Victoria Austin 2nd. A roll call vote was taken and all trustees present, in-person and remotely, voted in favor.

Rachael Armstrong moved to “Accept any and all unrestricted monetary gifts and unanticipated revenues received between now and the next meeting.” Monica Cataldo 2nd. A roll call vote was taken and all trustees present, in-person and remotely, voted in favor.

Correspondence: None.

Announcements:

Recording Secretary Jack Robillard will be away next month. Monica Cataldo has volunteered to record the minutes. Andrea Linsey will also be away next month, traveling to Alaska.

Public Comment: None

New Business:

- Review of estimates received for new boiler –Revised estimates from ENE Systems and Steve Hawes Company were reviewed. Victoria Austin moved to accept the ENE quote of \$43,970. Lorraine Lindenberg and Monica Cataldo 2nd at the same time. A roll call vote was taken and all trustees present, in-person and remotely, voted in favor. Director Kenny noted it would be paid out of Capital Reserves.
- Review secure trustee site – It was determined that it is something that should be updated and continued. Policies are currently outdated. Victoria Austin suggested that minutes should be included. Monica Cataldo agreed and should also include the organization chart. Library hours should be updated also.
- Adoption of revised GMILCS Common Borrower policy (change name and add GMILCS revision date). Rachael Armstrong moved to adopt the revised GMILCS Common Borrower policy with the name change and the addition of the Leach Library. Monica Cataldo 2nd. A roll call vote was taken and all trustees present, in-person and remotely, voted in favor.
- End of Summer Reading party 8/7, ice cream scoopers needed – Pete Marcotte, Lorraine Lindenberg, Monica Cataldo and Meryle Zusman volunteered.

- Rachael Armstrong moved to pay NHLTA dues of \$280 out of the Fine Account (Other Professional Services) for 8 members. Monica Cataldo 2nd. A roll call vote was taken and all trustees present, in -person and remotely, voted in favor.
- Storage for the new e-bikes was discussed. It needs to be moved from under the stairs (egress issues) to a more secure location. The concern is lithium batteries and fire safety. On-line training for bike safety is available.

Old Business:

- **Committee Designations for Board Members –**
The following was determined -
Strategic Planning Committee: Rachael Armstrong, Andrea Lindsey and Victoria Austin
Personnel Committee: Lorraine Lindenberg, Meryle Zusman and Monica Cataldo
Finance Committee: Meryle Zusman, Lorraine Lindenberg and Pete Marcotte
Policy Committee: Andrea Lindsey, Monica Cataldo and Victoria Austin
- **Trustee alternate candidates to present to Town Council –**
The following will be presented to the Town Council –
Courtney Wasson
Paula D’Entremont
Margaret Ives

Pete Marcott interjected that The American Heart Association conducted a Heart Health Evaluation that was very worthwhile. Director Kenny noted that the library has a blood pressure cuff available as part of “Unusual Items” at the library.

Adjourn: Pete Marcotte moved to adjourn. Rachael Armstrong 2nd. A roll call vote was taken— all in favor. Meeting adjourned at 7:48.

Next Meeting July 21, 2025

Minutes respectfully submitted by Jack Robillard, Recording Secretary