

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, August 18, 2025

Present: Kathleen Kenny (*Library Director*), Rachael Armstrong (*Chair*), Monica Cataldo (*Secretary*), Lorraine Lindenberg (*Treasurer*), Andrea Lindsey, Pete Marcotte, Meryle Zusman, Jack Robillard (*Recording Secretary*), Erin Spencer, (*Town Council Liaison*), Jessica Restucci, (*candidate for trustee alternate and member of the public*)

Absent: Victoria Austin

Call to Order: Rachael Armstrong called the meeting to order at 6:32 p.m.

PUBLIC SESSION

Amendments to Agenda: Rachael Armstrong announced this is her last meeting. She is moving to Ohio. Meryle Zusman will become the new Chair. The position of Vice-Chair is open. Pete Marcotte stated he was not interested. Andrea Lindsey is interested. The decision was postponed to allow absent trustee Victoria Austin to express her interest or not.

Acceptance of Minutes: Rachael Armstrong moved to accept the minutes of 7/21/25. Lorraine Lindenberg seconded. All in favor. The motion passed.

Treasurers' Report: Treasurer Lorraine Lindenberg clarified the meaning of “encumbered funds” – if you request and receive funds in one fiscal year, but spend it in the following fiscal year, the funds are “encumbered.” Lindenberg also reported that we are in Period 1 of the new fiscal year and have expended 10.1% of the budget. We are 8.35% through the FY26 with 91.65% remaining. Expenses paid include GMILCS dues (\$48,760) and computer leases for Dell computers (\$9,132.89). The Special Fund Balance is \$207,083.09.

Director and Staff Reports: Kathleen Kenny reported on the library closings because of excessive heat and the delay in receiving and installing parts to the chiller. Contact was made with Mike Fowler who suggested contacting DPW Facilities Director Tim Gillespie to discuss the library’s HVAC system and the current service contract to try to prevent future issues. Kenny also reported Master Roofers completed repairs in July on the flat roofs, and the Town Council released Capital Improvement funds for ENE to replace the boiler. Installation will be scheduled soon.

Director Kenny is working with Chief of Police Feole to address missing property (a Nintendo Switch console and 2 games valued at \$328.00). The library patron has been notified by certified mail (confirmed receipt on August 5) and the 15-day waiting period is up August 20. No

response from the patron, therefore Director Kenny will contact Chief Feole, who will open a missing library property case and “initiate action.”

Director Kenney referred the Board to Jennifer Khoury’s report for her excellent rationale for leasing vs buying computers.

Gifts: Rachael Armstrong moved to accept a \$100 patron donation for the craft supply swap event. Monica Cataldo seconded. All in favor. Motion passed.

Also Rachel moved “to accept any and all unrestricted monetary gifts and unanticipated revenue received between now and the next meeting.” Monica Cataldo seconded. All in favor. Motion passed.

Correspondence: Monica Cataldo sent a thank you note to the Derry Medical Center Charitable Foundation for their contribution to Author Fest.

Announcements:

Welcome to Jessica Restucci as a Board Alternate.

Public Comment: None

New Business: Recommendations from the August personnel committee meeting: Monica Cataldo reported approval of Heather Walker-White as the Head of Reference. Discussion followed as to her excellent qualifications. The committee reviewed and approved the revised job description for the library page position, and also the GMILCS board member responsibilities, which they also passed.

They also approved the roll-over of accumulated sick and vacation time for Susan Brown when she returns to the library in a part-time capacity.

Old Business: None

Adjourn: Pete Marcotte motioned to adjourn the meeting. Rachael Armstrong seconded. All in favor. The meeting was adjourned at 6:58 p.m.

Next Meeting

Monday, September 15, 2025, at 6:30 p.m. in Meeting Room Side A

Minutes respectfully submitted by Jack Robillard, Recording Secretary