

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, July 21, 2025

Present: Kathleen Kenny (Director), Rachael Armstrong (Chair), Meryle Zusman (Vice Chair), Lorraine Lindenberg (Treasurer), Monica Cataldo (Secretary), Pete Marcotte, Andrea Lindsey, Victoria Austin (Remotely), Erin Spencer (Town Council DPL Liaison - Remotely)

Absent: None

The meeting was called to order at 6:35 p.m. by Trustee Armstrong.

PUBLIC SESSION

Amendments to Agenda:

Director Kenny requested that the income distributions from three funds be added to Gifts as unanticipated revenues.

Acceptance of Minutes:

BOT MEETING 6/16/2025 - Trustee Lindenberg requested that the amount for the new server mentioned in the Director and Staff Reports be changed from \$10,00 to \$10,000.

Motion to accept the Minutes of the Board of Trustees meeting, held on June 16, 2025, as amended, by Trustee Armstrong. Seconded by Trustee Cataldo. Motion passed 7-0.

Treasurer Report:

Trustee Lindenberg noted that the library is twelve months into FY2025, and that not all invoices have been received. Trustee Austin noted a discrepancy between the server cost listed in the General Fund budget report compared to that of the Special Fund budget report. Director Kenny believes that the Special Fund amount is the correct one, but will look into it.

Trustee Austin requested an explanation of "fund balance" in the Special Fund account. After the meeting, Director Kenny clarified the term, based on previous correspondence with former Trustee Powers and Derry CFO Mark Fleischer:

"The use of fund balance is simply an accounting type account that indicates the difference of our budgeted revenue and expenses aka how much we expect the special funds to increase (because we took in more than we spent) or decrease (because we spent more than came in)." CFO Fleischer also added that if we have money leftover at the end of the year because we took in more revenue than we expended that revenue would go to the fund balance which in turn would be used to cover expenses if we were to reach the end of the year and ran out of funds.

Trustee Marcotte asked for an explanation as to why the Employee Salaries had an amount remaining. Trustee Lindenberg gave the reason that there were some vacant positions for a short time.

Director and Staff Reports:

Director Kenny stated that the release of funds for the DPL basement boiler was approved by the Town Council on July 15.

The roofing project by Master Roofers is expected to begin next week.

Legislative updates: HB 273 - Parental access to minor childrens' library records has not yet been signed by Gov. Ayotte. This bill is of concern to town libraries due to confidentiality of library records and possible library policy changes. A special Ad Hoc committee in GMILCS has been formed to create a unified policy and procedure if this bill is signed into law.

The Trustee Alternate candidates' list was supposed to have been put before the Town Council on July 15, but Director Kenny has not yet received a response from one of the people on that list, so may be looking for another candidate. Trustees Austin and Armstrong suggested that the opening be posted on the library web site.

Trustee Austin asked for information about the purpose of the Grants to States Funds. Director Kenny explained that this is an amount that goes to NH libraries through the State Library and is used for the ILL System and Overdrive platform.

Trustee Lindenberg asked for more information about the e-bike visit to Don Ball Park.

Gifts:

- Motion to accept \$1000 donation from the Derry Medical Center towards the Authorfest expenses. *Trustee Armstrong made a motion to accept this donation, seconded by Trustee Cataldo. Motion passed 7-0.*
- Motion to accept \$19.91 from the Sarah MacMurphy Fund. *Trustee Armstrong made a motion to accept this donation, seconded by Trustee Lindenberg. Motion passed 7-0.*
- Motion to accept \$119.87 from the Helen Hood Fund. *Trustee Armstrong made a motion to accept this donation, seconded by Trustee Zusman. Motion passed 7-0.*
- Motion to accept \$11.99 from the Arts & Crafts Fund. *Trustee Armstrong made a motion to accept this donation, seconded by Trustee Zusman. Motion passed 7-0.*

Correspondence:

Trustee Armstrong reported that she received an email from the Leach Library (Londonderry) Trustee Vice-Chair regarding the role of trustee alternates in reaching a quorum for board votes. Trustee Cataldo sent a thank-you card to the Friends of the Derry Public Libraries for their donation of \$337 towards the DPL summer reading program.

Announcements:

No new announcements.

Public Comment:

There was no public comment.

NEW BUSINESS:

Recommendations of new hires from Personnel Committee were presented:

Holly Chadbourne as Library Page - *Trustee Armstrong made the motion to approve this recommendation, seconded by Trustee Cataldo, Motion passed 7-0.*

Amanda Huyler for Library Assistant - 1 - *Trustee Armstrong made the motion to approve this recommendation, seconded by Trustee Cataldo, Motion passed 7-0.*

Noelle McMahon as substitute Library Assistant - 1 - *Trustee Armstrong made the motion to approve this recommendation, seconded by Trustee Cataldo, Motion passed 7-0.*

Trustee Lindsey asked for information regarding the job descriptions and salaries of these positions, which was provided by Director Kenny and Trustee Lindenberg. Trustee Lindenberg also reminded the Board that the salary scale needs to be updated before the next budget cycle.

Long overdue items from the "unusual items" - Nintendo Switch Lite and two video games from the same patron. Items were checked out in February and never returned. The patron was contacted in April by phone and hung up on the librarian. Discussion on how to handle the situation, which is covered by RSA 202-A:25 as well as the DPL Circulation Policy. It was determined that Director Kenny contact the Derry Police regarding the situation, and also send registered letters to the patron at their Derry and Goffstown addresses, as well as contact the Goffstown Public Library, where the patron has also opened an account. Director Kenny provided a draft of the letter to the patron for advice/approval by the Board. Director Kenny will also contact the Manchester Public Library for information about how they have dealt with this issue.

OLD BUSINESS:

None

ADJOURNMENT:

Motion to adjourn by Trustee Marcotte. Seconded by Trustee Armstrong. Motion passed 7-0.

Meeting adjourned at 7:39 p.m.

Next meeting is Monday, August 18, 2025 at 6:30 p.m. in Meeting Room Side A.
Minutes respectfully submitted by Monica Cataldo, Board Secretary