

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, December 15, 2025

Present: Kathleen Kenny (*Library Director*), Meryle Zusman (Chair), Monica Cataldo (*Secretary*), Lorraine Lindenberg (*Treasurer*), Andrea Lindsey (*Vice Chair*), Pete Marcotte, Jessica Restucci, Jack Robillard (*Recording Secretary*), Erin Spencer, (*Town Council Liaison*)

Present Remotely: Victoria Austin

Absent: Maureen Shanahan (*Alternate*)

Call to Order: Meryle Zusman called the meeting to order at 6:30 p.m.

PUBLIC SESSION

Amendments to Agenda: Kathleen Kenny added to Gifts: Unanticipated income - \$100 donation. Lorraine Lindenberg added to Old Business – update on new boiler.

Acceptance of Minutes of November 17, 2025 Pete Marcotte corrected the spelling of his name in one place, adding an ‘e.’ Lorraine Lindenberg corrected items in the Treasurer’s Report – “health care costs” changed to “health insurance costs.” Under New Business “Staff raises {Projected at 3%, the same as the Town’s “tax” cap and the health care buyout cap is currently \$13,884, not \$13,844.

Monica Cataldo moved to accept the minutes of 11/17/24 as amended. Andrea Lindsey 2nd. A roll call vote was taken of all Trustees present in-person and remotely. All voted in favor. Motion passed.

Treasurers’ Report: Lorraine Lindenberg reported that we have expended 43.6% of the budget. We are “on the mark” in Period 5 at 41.5% through the FY with 58.5% remaining. We have spent \$1,072 on new PC’s setup in the Children’s Room, plus Comcast for staff and patron Internet; \$649 on training and conferences; Operating Expenses of \$1,095.48 to ENE to fix the actuator to resolve the Library overheating issue; \$2,212 to EBSCO for subscription renewals; and the “Materials all-in budget is \$111,818, the General Fund being \$86,718 + the Special Fund of \$25,100, currently at 31% of the total budget on materials..

Andrea Lindsey had a question about Dell being the supplier of our computers. Kathleen Kenny explained that “we are not married to any one specific brand.”

Lorraine had a question about the discrepancy between last month’s Special Fund balance and this month’s balance. Director Kenny explained that the boiler came out of Capital Reserve and any leftover funds at the end of the Fiscal Year would go into Capital Reserves, not the Special Fund. The discrepancy was not resolved. There were no further questions.

Director and Staff Report – Meryle Zusman asked for comments on the report. Monica

Cataldo noted it is important to have a “Right To Know” form filled out, rather than just a note on a piece of paper. Director Kenny noted that First Amendment auditors are still active, but we have not had any here. However, we are prepared and she can’t imagine any staff overreacting (as in her report). The audit may be frustrating, but having the form will help.

Monica Cataldo commented on the Reference Services system for in-house count. She suggested to put items read in the library by teens, but not checked out, on a cart to be counted for statistical purposes. Monica Cataldo clarified that it is not only for statistics, but teens may not want items on their record because of the new law about parent’s right to know. Andrea initiated a discussion about AI as a “slippery slope,” and the possibility of misinformation being given out by Reference staff. Director Kenny noted that Reference staff rely on traditional methods of research from trusted sources and are working on helping patrons identify AI generated results.

Gifts: \$100 donated by Susan Beecher – Meryle Zusman moved to accept this unanticipated income. Monica Cataldo 2nd. A roll call vote was taken of all Trustees present in-person and remotely. All voted in favor. Motion to accept passed.

Meryle Zusman moved “to accept any and all unanticipated monetary gifts and unanticipated revenue between tonight, Dec. 15, and the next meeting.” Lorraine Lindenberg 2nd. A roll call vote was taken of all Trustees present in-person and remotely. All voted in favor. Motion passed.

Discussion: There was further discussion of the burden Ingram is experiencing due to the bankruptcy of Baker and Taylor and the influx of orders. Where previously we had two sources, we now have one. Victoria Austin asked about discounts. Meryle noted Ingram offers the greatest discount. Director Kenny noted we have a Business Prime account with Amazon and sometimes order from them.

Victoria also asked about clarification of the in-house cart for teens. Monica explained it would add to the count and also offer privacy about what was read.

Correspondence: Monica Cataldo noted the cards for staff are completed and in the safe, to be distributed to staff.

Announcements: Jack Robillard will be away next meeting. Monica Cataldo will fill-in as Recording Secretary in January.

Public Comment: None.

New Business: FY 2027 budget preparation: Monica Cataldo reported on the recommendations from the personnel committee regarding staff salaries and moved to give the responsibilities of the Assistant Director, per our rider, to Head of Technical Services Jessica DeLangie, with an increase in her salary upon Susan Brown’s retirement. Victoria Austin asked if anyone else had expressed an interest. (No.) There was a question as to whether it needed to be posted. Kathleen Kenny noted it was not necessary to post this particular in-house promotion.

Andrea Lindsey 2nd. A roll call vote was taken of all Trustees present in-person and remotely. All voted in favor. Motion passed.

Monica Cataldo moved to increase Nicolas Pouliot's salary, moving him to the "LIB2, MLS required" line, rewarding him with a pay raise based on his service and education. Andrea Lindsey 2nd. A roll call vote was taken of all Trustees present in-person and remotely. All voted in favor. Motion passed.

Monica Cataldo moved to increase Alexandra Osterhoudt's salary from Step 4 to Step 8 resulting in a 3% raise, based on the number of staff that she oversees, her current salary relative to other department heads, and her years of experience. Lorraine Lindenberg 2nd. A roll call vote was taken of all Trustees present in-person and remotely. All voted in favor. Motion passed.

Lorraine Lindenberg noted the raises would be effective January 1, 2026

Meryle Zusman noted there would be little impact on the FY26 budget.

Professional development funding proposal from Erin Robinson for \$335 to attend a workshop March 6 – 8, 2026: Meryle Zusman noted the inclusion of photos in her request to attend a class in book conservation was helpful. Monica Cataldo and Pete Marcotte commented that Erin previously attended a genealogy class and it was beneficial to the library. Andrea Lindsey suggested that loaning her out to other libraries would result in recognition for the Derry Public Library. Lorraine Lindenberg suggested approving the full amount (\$675).

Lorraine Lindenberg moved to fund \$675, contingent upon Erin NOT finding other funding. Monica Cataldo 2nd. A roll call vote was taken of all Trustees present in-person and remotely. All voted in favor. Motion passed.

Old Business: Update on boiler installation. Director Kenny reported the boiler was installed in October, but an electrician, who came last week, was needed to install the actuator.

Adjourn: Pete Marcotte moved to adjourn. Meeting adjourned at 7:32 p.m.

Next Meeting

Monday, January 12, 2026 at 6:30 p.m. in Meeting Room Side A

Minutes respectfully submitted by Jack Robillard, Recording Secretary