**Board of Trustees Meeting Minutes**
**Meeting Room Side A**
**Monday, October 19, 2026**

**Present:** Meryle Zusman (*Chair),* Andrea Lindsey *(Vice Chair),* Lorraine Lindenberg *(Treasurer)*, Kathleen Niemiec, (*Director*), Peggy Nolan *(Secretary*), David Provencher, Jessica Restucci, Jack Robillard (*Recording Secretary),* Sam Schreiner (*Voting Alternate in Pete's absence*),
**Absent:** Pete Marcotte, Erin Spencer (*Town Council Liaison*)
**Public:** None

**Call to Order**: Meryle Zusman called the meeting to order at 6:35 p.m.

**Amendments to Agenda**

Under Gifts and Unanticipated Revenues

-Income from three trust funds.

-Two checks from the Friends of the Derry Public Libraries.

Personnel Policy revisions

**Acceptance of Minutes:** Sam Schreiner moved to accept. Andrea Lindsey 2nd. All Trustees present voted in favor. Motion passed.

**Treasurers' Report:** Lorraine Lindenberg reported that we are 25% through FY27. $448 was expended from Professional Services to ENE for repair to the air handler; $562.38 to Code Red Fire Systems for a visit due to the alarm panel beeping. Under **Expenses**, E-bike raffle sales were $1020. (David Provencher wanted to know, "Why the money was under **Expenses**?" Lorraine explained it was deposited into the General Fund and the Town will move it into the Special Fund next month

**Director and Staff Report:** Director Niemiec explained the cost to fix the crash bars was only a service call from Integrated Door Solutions, saving the library thousands of dollars, after the Fire Department said crash bars were required. Director Niemiec requested a visit to provide an estimate to replace the door completely, but they were able to fix it to get the doors into good working order.
Mold remediation is basically complete. There was a recommendation that the drywall be treated (encapsulated to prevent further mold growth) and some ceiling tiles need to be replaced. She will have to get estimates and, perhaps look into getting a scissors lift. (Sam Schneider recommended renting one.)
John Nanof of ENE was contacted to see if condensation pumps were included in the preventative maintenance contract. They do check and flush condensate drains, but the pumps are not specifically listed, but going forward they will be checked. Many small parts are involved in the library's systems and these pumps are sealed, but will be checked in the future, along with cleaning the drains.

**Gift and Unanticipated Revenues:**
Quarterly Trust Fund Distribution-

**$19.76** – Sarah MacMurphy Fund

**$119.15** – Helen Hood Fund

**$11.91** – Arts & Crafts Fund

Meryle Zusman moved to accept the three quarterly Trust Fund distributions. Sam Schneider 2nd. All Trustees present voted in favor. Motion passed.

Two checks from the Friends of the Derry Public Libraries:

**$225** - ($75 for candy for the annual Downtown Derry Trick or Treat; $150 for an upcoming genealogical program).

**$225** - renewal of the Isabella Stewart Gardner Museum pass.

Meryle Zusman moved to accept two checks from the Friends of the Derry Public Libraries. David Provencher 2nd. All Trustees present voted in favor. Motion passed.

**$500** patron donation received September 24.

Meryle Zusman moved to accept. Peggy Noonan 2nd. All Trustees present voted in favor. Motion passed.

Meryle Zusman moved to **"Accept any and all unrestricted monetary gifts and unanticipated revenue received between this meeting, October 19, 2026, and the next meeting, November 16, 2026."** Peggy Nolan2nd. All Trustees present voted to accept. Motion passed.

**Correspondence:** Peggy Nolan will write a Thank You note for two gift cards from the Derry Community Alliance for Teen Safety to purchase helmets.

**Announcements:** None

**Public Comment:** None

**New Business:**
**Personnel Policy revisions –** Director Niemiec discussed the revisions recommended by the Policy Committee at their meeting on October 8, 2026, plus the suggestions from Catherine St. Ledger, the Human Resource. Director for the Town of Derry. Many of the suggestions were to comply with laws or regulations, or to clarify language. Director Niemiec will present a revised policy on the screen (in the interest of saving paper) for a vote at the November meeting.

A question was asked about how many employees the library has. Currently 22, with 8 full-time.

**Old Business:**

**-Follow up on Meeting Room doors and replacement crash bars** (see Director's Report)

**-Front steps of the library: timeline and funding for replacement** – Director Niemiec received an estimate back in September from AAA Landscaping for $37,000 for granite steps replacement, but there was a general discussion of a comprehensive plan that would include 4 handicapped spaces, new steps, landing, and perhaps work on the handicapped ramp. Director Niemiec will develop a long-range plan,

with a request for bids, to be presented in December to the Town as part of the library's FY28 Capital Improvement Plan. The town will determine where the project is placed on the timeline, perhaps as far out as FY28 or FY30. Trustees Lorraine Lindenberg and David Provencher would like to see the library in full compliance with ADA guidelines. Trustee Jessica Restucci suggested a Federal ARPA (the American Rescue Plan Act) grant for infrastructure. She will look into it. A plan was developed a while back by Pete Marcotte and Lorraine Lindenberg. David Provencher would like to see the drawings.

**Monica Cataldo**, former long-time Trustee, is currently at Pleasant Valley Nursing and Rehab Center in Derry. The Trustees voted to approve up to $75 from the Special Fund for a plant to be sent. Lorraine Lindenberg moved to approve the funds. Jessica Restucci 2nd. All Trustees present voted in favor. Motion passed

**Adjourn:** David Provencher moved to adjourn the meeting. Lorraine Lindenberg 2nd. Meeting was adjourned at 7:30 p.m.

**Next meeting - Monday, November 16, 2026, at 6:30 p.m.**

***Minutes respectfully submitted by Jack Robillard, Recording Secretary***