Board of Trustees Meeting Minutes
Meeting Room
Monday, July 20, 2026

Trustees Present In-Person: Meryle Zusman *(Chair),* Andrea Lindsey, *(Vice Chair),* Jessica DeLangie *(Assistant Director),* Pete Marcotte, Lorraine Lindenberg *(Treasurer)*, Peggy Nolan, *(Secretary and backup Recording Secretary),* David Provencher, Jessica Restucci *(Vice Treasurer)*

Absent: Kathleen Niemiec (*Director*), Jack Robillard (*Recording Secretary),* Erin Spencer (Town Council Liaison), Sam Schreiner (Alternate)

Call to Order: Meryle Zusman called the meeting to order at 6:33 p.m.

PUBLIC SESSION

Amendments to Agenda

New Page Hire

Acceptance of Minutes of 6/22/2025

Formalize Jessica Restucci's husband's name: Kevin Rogers and in the director and staff report section, state the following: "Kevin Rogers inspected the boiler systems and concluded they are not compatible with each other."

Under "Approval of new circulating substitute hire" restructure the paragraph so that t the second sentence is the first sentence, and the first sentence is the second sentence. Change the word "break" to "adjourn." Include Paula Roddy's last name in the new first sentence.

Pete Marcotte motioned to accept the June 22, 2026 minutes as corrected. David Provencher 2nd. All trustees voted unanimous approval. Motion passed.

Treasurer's Report: Lorraine Lindenberg reported we have expended 97.5% of the budget. Period 12 we are 100% through the FY with 0% remaining. The special fund balance is $228,377.32.

There was discussion around the total remaining percentage of budgeted expense (2.5%). David Provencher wanted to know what happens with that percentage of remaining funds. Lorraine Lindenberg explained that it goes into the General Fund (?).

Jessica Restucci wanted to know how PO's are being tracked at EOY. Lorraine Lindenberg explained how EOY invoices get paid to ensure they are tracked against the proper FY budget. She further explained that FY 2026 is not closed out yet and whatever dollars are left over from FY 2026 go into the Cap Reserve.

Director and Staff Report: Merle Zusman asked if there were any questions about the director or staff reports.

Andrea Lindsey was concerned with the total items withdrawn in the total library statistics. Jessica DeLangie explained how older items or items that aren't used are removed so new material can be added. Andrea Lindsey was satisfied with the explanation.

Jessica DeLangie reported that ENE will be onsite July 29, 2026. Lorraine Lindenberg reiterated that ENE must have a response to the incompatible boilers.

Gifts and Unanticipated Revenues:

$22.35 Sarah MacMurphy Fund - Merle Zusman moved to accept. Lorraine Lindenberg 2nd. All trustees voted unanimous approval. Motion passed.

$134.60 Helen Hood Fund - Merle Zusman moved to accept. Lorraine Lindenberg 2nd. All trustees voted unanimous approval. Motion passed.

$13.48 Arts & Crafts Fund - Merle Zusman moved to accept. Lorraine Lindenberg 2nd. All trustees voted unanimous approval. Motion passed.

Meryle Zusman moved to **"Accept any and all unrestricted monetary gifts and unanticipated revenues received between this meeting (July 20, 2026) and the next meeting (August 17, 2026)**. Lorraine Lindenberg 2nd. All trustees voted unanimous approval. Motion passed.

Correspondence: Peggy Nolan (*Secretary)* sent a thank card to patron who made $500 donation in May. Peggy Nolan received Kevin Roger's address from Jessica Restucci to send thank you card for his help with the boiler systems.

Announcements: Peggy Nolan (*Secretary)* will be away for the September meeting.

Public Comment: None

New Business:

New Page Hire: There was a lengthy discussion on new hires for the library. Kathleen Niemiec *(Director)* had Jessica DeLangie distribute her memo, "Role of personnel committee in hiring."

"In June 2026, I contacted the NHLTA to ask about a dispute that arose during the June board of trustees meeting, regarding whether or not prior personnel committee approval was required for the full board to vote to approve the hiring of a circulation substitute.

The short answer was 'no.'" (Please attach memo to these meeting minutes.)

Meryle Zusman suggested to bring the personnel hiring policy to the next meeting on August 17, 2026

All trustees reviewed the application of Raymond Esmel for the position of Library Page and the recommendation from Alexandra Osterhoudt, Head of Circulation Services. accept. All trustees voted unanimous approval. Motion passed.

Discussions of sessions attended at May 27 NHLTA conference: Lorraine Lindenberg learned that committees are also public with the exception of the personnel committee. Peggy Nolan got the most out of the legal session. Meryle Zusman mentioned that she attended a session on contracts and the presenter mentioned that library employees should have a contract. Jessica DeLangie mentioned that the Employee handbook for DPL is robust. Pete Marcotte attended the grant writing session and was surprised at how the presenter received $100k in grants. Jessica Restucci mentioned that most grants come with strings attached.

Peggy also mentioned the 1/2 day session for onboarding new trustees at the Hooksett library is August 12, 2026. Lorraine mentioned that there is an AI workshop in Kingston.

E-Bike Raffle: $10 per ticket / $50 for 6 tickets. Questions around when tickets will go on sale. Tickets will be sold at the library and during DerryFest. Winner will be drawn at DerryFest on September 19, 2026 (need to coordinate with the DerryFest organization). Anyone can buy a ticket but you must be 18 to purchase a raffle ticket.

Must start advertising and selling tickets at least 30 days out.

Pete Marcotte recommended a sub committee to keep this on track.

Kathleen and library staff can drive the committee for the raffle. Meryle Zusman and Jessica Restucci volunteered to be on the committee from the trustee side.

Approval of purchase of meeting room chairs from the William Carlisle Bequest: There is $19,000 in fund. Assistant Director Jessica DeLangie passed around the details of the 3 chairs being requested. Lorraine Lindenberg moved to accept. Jessica Restucci 2nd. All trustees voted unanimous approval. Motion passed.

Old Business

Mold removal: Updated quote provided by Household Environmental. Costs will not go above 10% over the quoted price. Library will need to be closed during time of mold remediation, late August / early September. Household Environmental provided 3 references; Kathleen was able to speak to 2 of them. Household Environmental provided guidance for the repair work done by a 3rd party. Lorraine Lindenberg moved to accept mold remediation work at $13,850 and repair work at $1,500. Andrea Lindsey 2nd. All trustees voted unanimous approval. Motion passed.

Adjourn - Pete Marcotte moved to adjourn. Andrea Lindsey 2nd. All trustees voted unanimous approval to adjourn. Meeting adjourned at 7:45 p.m.

Next Meeting
Monday, August 17, 2026 at 6:30 p.m.

Minutes respectfully submitted by Peggy Nolan, Secretary