Board of Trustees Meeting Minutes
Meeting Room
Monday, June 22, 2026

Trustees Present In-Person: Meryle Zusman *(Chair),* Kathleen Niemiec, *(Director)*, Pete Marcotte, Lorraine Lindenberg *(Treasurer)*, Peggy Nolan, *(Secretary),* David Provencher, Jessica Restucci
Trustee Present Online Remotely: Andrea Lindsey *(Vice Chair*)
Present: Jack Robillard *(Recording Secretary)*
Absent: Erin Spencer (Town Council Liaison), Sam Schreiner (Alternate)

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

PUBLIC SESSION

Amendments to Agenda:

$1,000 gift from the Derry Medical Center Charitable Foundation added to Gifts and Unanticipated Revenue

Acceptance of Minutes of 5/18/26

Correction to the May 18, 2026 minutes – the NH Society of Genealogist's gift was not for Author Fest but rather for digitizing

Correction under Treasurer's Report (May 18, 2026) "anticipated funding" for Author Fest is from the DMC Charitable Foundation, not Parkland.

David Provencher was concerned about correcting the minutes because they reflected what we had discussed when we met. Lorraine Lindenberg confirmed that editing the minutes was permissible to clarify the record.

Pete Marcotte moved to accept the May 18, 2026, minutes as corrected.
Jessica Restucci 2nd
A roll-call vote was taken. All Trustees present in-person and online voted unanimously to approve. Motion passed.

Treasurers' Report: Lorraine Lindenberg reported we have expended 91.2% of the budget. We are in Period 11 and are 91.7% through the Fiscal Year with 8.3% remaining. The Special Fund balance is $226,546.24. There were no questions.

Director and Staff Report Meryle Zusman asked if there were any questions about the director or staff reports. Lorraine Lindenberg asked about the estimates for mold remediation (see New Business below). Regarding the new boiler, Jessica Restucci commented that ENE should correct the problem with the boilers not communicating with each other. Her husband inspected the system and concluded that they are not compatible. Director Niemiec had difficulty contacting ENE (an ongoing problem) and commented that this will be the last year with them. Installation was in October. The tech did not come out until December or January (or later) and left indicating it was "up and running." In May they said the boilers were from two different manufacturers and they won't work together. Peggy Nolan and Lorraine Lindenberg urged follow through from ENE to correct the problem. Lorraine Lindenberg suggested a strongly worded letter to ENE, stating if we don't hear from them within 24 hours, we will contact our attorney. Kathleen Niemic noted that Patrick at the Reference Desk is an attorney. She will ask his advice on how to proceed. David Provencher noted that litigation may take years and, hopefully, it won't come to that. Lorraine commented we have already spent upwards of $50,000 and they never should have installed a boiler that was incompatible with the old boiler.

Gift and Unanticipated Revenues:

$390.00 Hannaford's (April donation) – Meryle Zusman moved to accept. David Provencher 2nd. A roll-call vote was taken. All Trustees present in-person and online voted unanimously to approve. Motion passed.

$500.00 Patron Donation – Meryle Zusman moved to accept. David Provencher 2nd. A roll-call vote was taken. All Trustees present in-person and online voted unanimously to approve. Motion passed.

$1,000.00 gift from the Derry Medical Center Charitable Foundation for Author Fest **–** Meryle Zusman moved to accept. David Provencher 2nd. All Trustees present in-person and online voted unanimously to approve. Motion passed.

Meryle Zusman moved to **"Accept any and all unrestricted monetary gifts and unanticipated revenues received between this meeting (May 18, 2026) and the next meeting (June 22, 2026).** Lorraine Lindenberg2nd. A roll-call vote was taken. All Trustees present in-person and online voted unanimously to approve. Motion passed.

Correspondence: Kathleen Niemiec gave Peggy Nolan (*Secretary*) the address of the patron who made a $500.00 donation for her to write a thank you note.

Announcements: Jack Robillard will be away for the July meeting. Peggy Nolan *(Corresponding Secretary)* will record the minutes.
Kathleen Niemiec will also be away for the July meeting. She will supply Jessica DeLangie with material to present.

Public Comment: None

New Business:

Approval of new circulation substitute hire – Peggy Nolan moved to break for a Personnel Committee meeting to discuss the recommendation of applicant Paula Roddy for the position of substitute Library Assistant with the starting salary of $15.12 (to be raised to $15.57 in FY2027). Treasurer Lorraine Lindenberg insisted that the Committee needed to meet prior to the Trustees' vote to approve hiring Paula to ensure procedure was followed and that there were sufficient funds in the approved budget to support the hiring of additional personnel. Director Niemiec assured her that there was a line item in the budget for substitutes and there were sufficient funds to support the hire. David Provencher 2nd the break and the committee (Peggy Nolan, David Provencher and Meryle Zusman) left the room to return a few minutes later having approved the recommendation. David Provencher moved to approve the hire of Paula Roddy as a substitute Library Assistant at the salary noted above. Peggy Nolan 2nd. A roll-call vote was taken. All Trustees present in-person and online voted unanimously to approve. Motion passed.

Review of draft Memorandum of Understanding with the Friends of the Derry Libraries – Jack Robillard, a member of the Friends of the Derry Public Libraries, explained that the document was simply a statement of what was expected from the parties involved (the Derry Public Library, the Taylor Library and the Friends group). The MOU is non-binding; it doesn't need to be notarized; it is simply a document that is signed by the trustees' chair of both libraries and the president of the Friends and is filed away. Director Niemiec explained that the Friends is considering applying for 501(c)(3) status with the IRS and a MOU is part of the process. The Friends' By-Laws also need to be amended as well, but can't be until February (under the old By-Laws) so it is a slow-moving process. Lorraine Lindenberg explained the process of registering with the Secretary of State as an incorporated trust and registering with the IRS. Director Niemiec will provide a clean copy or the MOU at the August meeting for the DPL trustees' chair to sign and will send it over to Taylor for their board chair to sign and then pass it along to the Friends for their president's signature.

Review of estimates received for mold remediation – The trustees reviewed the estimates from three mold remediation companies, ABS ($12,800.00), Household Environmental ($13,850.00), and EnviroVantage ($7,900.00). The consensus was that Household Environmental provided the most comprehensive proposal and Director Niemiec felt they were the most reasonable, provided options, and, while not diagnosing the underlying problem, would recommend actions to correct the source of moisture. Trustee Pete Marcotte was concerned about correcting the cause(s) of the mold before remediation, so it doesn't recur. Also, he heard about water damage recently. Director Niemiec explained the plexiglass issue in the entry way that was repaired quickly by Master Roofers, and the staff limited the damage by swift action with water buckets. Trustee Lorainne Lindenberg wanted to be sure the mold remediation contract stipulated the cost would not exceed 10% of the initial estimate. Trustees Peggy Nolan and Pete Marcotte recommended contacting references. Andrea Lindsey noted the timeliness of getting the mold issue resolved is important. Director Niemiec would approach the Town Council for the use of Capital Reserve Funds for this project. Lorraine Lindenberg moved to continue the process of having Household Environmental remediate the mold issue with the recommendation that the cost not exceed 10% of the initial proposal. Peggy Nolan 2nd. A roll-call vote was taken. All Trustees present in-person and online voted unanimously to approve. Motion passed.

Discussion of sessions attended at the May 27 NHLTA conference and E-bike raffle planning -- Meryle Zusman moved to table the discussion of sessions attended at the May 27 NHLTA conference and the e-bike raffle preparation until next month. Lorraine Lindenberg 2nd. A roll-call vote was taken. All Trustees present in-person and online voted unanimously to table the discussion. Motion passed.

Old Business: David Provencher noticed the entry steps were repaired and commented on the job well-done. Director Niemiec explained that the Derry Department of Public Works repaired the front step quickly (early the next day after she called) and did a great job.

Adjourn – Pete Marcotte moved to adjourn. Peggy Nolan 2nd. A roll-call vote was taken. All Trustees present in-person and online voted unanimously to adjourn. Meeting adjourned at 7:50 p.m.

Next Meeting

Monday, July 20, 2026 at 6:30 p.m.

Minutes respectfully submitted by Jack Robillard, Recording Secretary