Board of Trustees Meeting Minutes
Meeting Room Side B
Monday, November 16, 2026

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

Public: None

Call to Order: Meryle Zusman called the meeting to order at 6:45 p.m. after a brief delay due to technical difficulties with a PowerPoint presentation of policy changes (see New Business).

Amendments to Agenda: None

Acceptance of Minutes: Peggy Nolan moved to accept. David Provencher 2nd. A rollcall vote was taken. All Trustees present in-person and online voted in favor. Motion passed.

Treasurers' Report: Lorraine Lindenberg reported we are 33.31% through FY27 and have expended 32.8% of the budget – "Right where we should be." There were no questions.

Director and Staff Report: Meghan Bradford, Administrative Assistant, will be leaving at the end of the year after getting many procedures in shape. Meghan expanded the role into HR functions and fulfilling Town requirements. Lorraine Lindenberg asked if there was anyone interested in the position. Kathleen Niemiec noted that no one expressed an interest and a job description will be posted. Eli Franck in Circulation will take over evening hours.
Budget season is coming up. Kathleen met with Mark Fleicher, Derry's CFO, to discuss the Capital Improvement Plan to include major work on handicapped parking. Two sources of funding are the Expendable Maintenance Trust Fund (Town money) and Capital Reserve Funds (Library money), or a combination of the two. Such a large Capital Improvement Plan may have to be extended out to 2030 or beyond. Bids will need to be provided. Director Niemiec will contact Public Works Director Tom Carrier to find out what's needed for a bid.
Post mold remediation work of tile replacement and dry wall work in the air handler room needs to be done. One contractor (On The Mend Renovations) could install ceiling tiles with ladders (estimate was $3,473), eliminating the need for a rental lift. Kathleen is awaiting an estimate from Ryan Thomas. Lorraine Lindenberg noted that expenditures of under $5,000 could be made by the Director without Board approval, eliminating the need to wait for another Board meeting.

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Gift (None) **and Unanticipated Revenues:**
Meryle Zusman moved to **"Accept any and all unrestricted monetary gifts and unanticipated revenue received between this meeting, November 16, 2026, and the next meeting, December 14, 2026."** Lorraine Lindenberg 2nd. A rollcall vote was taken. All Trustees present in-person and online voted to accept. Motion passed.

Correspondence: Board Secretary Peggy Nolan mailed a Thank You note for gift cards from the Derry Community Alliance for Teen Safety to purchase helmets (as requested and noted in last month's minutes).

Announcements: None

Public Comment: None

New Business:
Personnel Policy Revisions – Kathleen emailed Catherine St. Ledger, Derry's Human Resources Director, for input on the policy revisions. She also emailed other GMILCS libraries for input. Kathleen presented a PowerPoint presentation with revised sections side-by-side with explanations. Revised sections included Family Leave, Staff Breaks, Sick Leave, Maternity and Parental Leave, Health Plan Waiver, among others. Peggy Nolan moved to accept the revised Personnel Policy. David Provencher 2nd. A rollcall vote was taken. All Trustees present in-person and online voted to accept. Motion passed.

Holiday Gift Cards for Staff: Lorraine Lindenberg moved to purchase $50 Amazon gift cards for full- and part-time staff. Peggy Nolan 2nd. A rollcall vote was taken. All Trustees present in-person and online voted in favor. Motion passed.

20th Anniversary – Jessica DeLangie, Assistant Director and Technical Services Department Head, will be celebrating 20 years at the Derry Public Library. Peggy Nolan moved to purchase a $50 gift card at Springlook Farm Garden Center in Derry to present to Jessica in recognition of 20 years of service. Lorraine Lindenberg 2nd. A rollcall vote was taken. All Trustees present in-person and online voted to approve. Motion passed.

Old Business: None

Adjourn: David Provencher moved to adjourn the meeting. Peggy Nolan 2nd. A rollcall vote was taken. All Trustees present in-person and online voted to adjourn. Meeting was adjourned at 7:23 p.m.

Next meeting - Monday, December 14, 2026, at 6:30 p.m.

Minutes respectfully submitted by Jack Robillard, Recording Secretary

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