

**Board of Trustees Meeting Minutes**  
**Meeting Room Side A**  
**Monday, November 17, 2025**

**Present:** Kathleen Kenny (*Library Director*), Meryle Zusman (*Chair*), Victoria Austin, Monica Cataldo (*Secretary*), Lorraine Lindenberg (*Treasurer*), Andrea Lindsey, Pete Marcotte, Jessica Restucci, Jack Robillard (*Recording Secretary*)

**Absent:** Maureen Shanahan (*Alternate*), Erin Spencer, (*Town Council Liaison*),

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

**PUBLIC SESSION**

**Amendments to Agenda:** Kathleen Kenny noted

- 1) Policy Committee recommendation (already on the agenda)
- 2) adding Finance Committee recommendations

**Acceptance of Minutes of October 20, 2025**

Correction was noted - Caitlin's name is spelled with a 'C', not a 'K'.

Meryle Zusman made a motion to accept the minutes as amended. Caitlin is spelled incorrectly in those Present (with a 'K') and twice in Public Comment. Monica Cataldo 2<sup>nd</sup>. All trustees present voted in favor. Motion passed.

**Treasurers' Report**

Treasurer Lorraine Lindenberg reported that we have spent 36.3% of the budget and we are 33.3% through the Fiscal Year with 66.7% remaining. Treasurer Lindenberg answered trustee Victoria Austin's question about the Materials line item, explaining the "all-in" budget for material was \$111,818, combining general fund and special fund monies and is currently at 25% of the total budget.

**Director and Staff Report**

Trustees generally accepted the written report. Meryle Zusman commended Heather Walker-White on updating the Reference desk forms so the tally of questions is more useful, specifically not just a tally of questions, but what kind of questions are asked.

The discussion of Director Kenny's report focused on trustee Pete Marcotte's question about "first amendment audits." She explained that citizens would approach library staff with a video camera to see if they are aware of the law allowing citizens to video employees in a public setting, including patrons. They are trying to provoke a response. Director Kenny advises staff to simply carry on with their duties and explain to any patrons who are upset, that they are in a public place and the law allows videotaping.

Trustee Pete Marcotte also commented on the high volume of patrons through the door and was concerned that staff would be overwhelmed. Director Kenny noted that the circulation staff are very busy, but coping. There is a lot of cross-training of staff who can cover at busy times, including herself on occasion.

Trustee Monica Cataldo expressed her appreciation for the monthly newsletter that the library will start sending in the new year and appreciated the updating of the trustees' secure website. Trustee Meryle Zusman also commented on the usefulness of the Weiss Financial Ratings database, having used it to compare health insurance options.

**Gifts:**

**\$75** from the Friends of the Derry Public Libraries for candy for the town Halloween parade. Meryle Zusman made a motion to accept the donation. Monica Cataldo 2<sup>nd</sup>. All trustees present voted in favor. Motion passed.

Meryle Zusman made a motion to "Accept any and all unrestricted monetary gifts and unanticipated revenue received between this meeting and the next meeting in December." Lorraine Lindenberg 2<sup>nd</sup>. All trustees present voted in favor. Motion passed.

**Correspondence:** Director Kenny noted there was no correspondence received but she has the address of the Derry Garden Club to pass along to the Secretary (Monica Cataldo) for a thank you note for their fall clean-up.

**Announcements:** Director Kenny commented on the new t-shirt design for the 26-27 Summer Reading program, if anyone would like to place an early order, and the new, sturdier, canvas tote bags that will be on sale shortly, probably for \$8 or \$9.

**Public Comment:** None

**New Business:**

Andrea Lindsey reported on the Policy Committee's recommendation for changes to the circulation policy and revised registration forms in light of the recent amendment to RSA 201-D:11 regarding parental access to children's records. The changes were adapted from the revised policy that the Manchester City Library has shared with NH libraries and which was reviewed and approved by counsel that they retained. A new document – Request for Records – was taken from Manchester's form. The written minutes of the non-public session along with the revised policy and forms will be posted on the trustees' secure website. Monica Cataldo moved to accept the policy and forms as amended. Andrea Lindsey 2<sup>nd</sup>. All trustees present voted in favor. Motion passed.

Lorraine Lindenberg reported on the Finance Committee's discussion of health care insurance increases (the final cost will not be official until May or June when premiums are set), staff raises (projected at 3%, the same as the Town's tax cap), a cap for employee health care "buy-out" for those who opt out of the library's health insurance benefit (currently \$13,884 for current employees, and capped at \$10,000 for future full-time new-hires who choose to opt-out), and the

increase in substitute pay (3% with substitute pay going from \$15.12 to a new rate of \$15.57, a one-time increase). The written minutes of the Finance Committee's non-public session will be posted on the trustees' secure website. Trustee Pete Marcotte moved to accept the minutes and recommendations. Andrea Lindsey 2<sup>nd</sup>. All trustees present voted in favor. Motion passed.

**Old Business:** None.

**Adjourn:** Pete Marcotte moved to adjourn the meeting at 7:35 p.m. Lorraine Lindenberg 2<sup>nd</sup>. All Trustees present voted to adjourn. Motion passed. Meeting adjourned.

### **Next Meeting**

**Monday, December 15, 2025, at 6:30 p.m. in Meeting Room Side A**

*Minutes respectfully submitted by Jack Robillard, Recording Secretary*