

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, March 17, 2015

Present: Kathleen Kenny (*Library Director*), Rachael Armstrong (*Chair*), Remotely, Victoria Austin, *Remotely*, Monica Cataldo (*Secretary*), Lorraine Lindenberg (*Co-Treasurer*), Pete Marcotte (*Co-Treasurer*), Meryle Zusman, Jack Robillard (*Recording Secretary*), Erin Spencer, (*Town Council Liaison*)

Absent: Andrea Lindsey (*not yet sworn-in*)

Call to Order: Monica Cataldo called the meeting to order at 6:31 p.m.

PUBLIC SESSION

Amendments to Agenda: Kathleen Kenney added building issues to be discussed under New Business and Trump cutting ILMS. Monica Cataldo wanted to discuss trustee alternates.

Acceptance of Minutes: Erin Spencer wanted to correct the spelling of “Counsel” to “Council” in the minutes of February 19, 2025. Monica Cataldo moved to accept the minutes as amended. Lorraine Lindenberg seconded. A roll call vote was taken and all trustees present, in-person and virtually, voted “aye.” The motion was passed.

Treasurers’ Report: Co-Treasurer Lorraine Lindenberg stated we have expended 64.5% of the budget. (We are currently through 66% of the FY with 34% remaining) and that we are doing well on the Special Fund with a balance of \$212,914.88. The annual renewal of Envisionware and NHLA staff membership dues were paid.

Director and Staff Reports: Kathleen Kenny reported that Code Red provided routine maintenance on the fire alarm system and installed a new monitoring system. The Derry Fire Department will no longer be maintaining the system. Annual fee for the new system will be \$600. Erin Spencer clarified that the old system is obsolete.

There was a carbon monoxide leak in the boiler room on a Saturday which was corrected before patrons entered. Due to some problems resulting from the installation of the boilers in 2019, one of the them has some corrosion that caused the CO leak. It was a short-term fix and will probably require a new boiler. Lochinvar was a brand recommended. The estimate is \$41,980. Other estimates will be obtained. Director Kenny has been in touch with Mark Fleicher regarding use of the Capital Improvement Fund. The possibility of a warranty on a 5-year-old boiler was discussed, but dismissed since the furnace was improperly wired to begin with.

Gifts: \$734 from the Friends of the Derry Public Libraries for keynote speaker for Author Fest and ALA webinar. Monica Cataldo moved to accept “any and all unrestricted monetary gifts and

unanticipated revenues received.” Lorraine Lindenberg seconded. A roll call vote was taken and all trustees present, in-person and virtually, voted “aye.” The motion passed.

Correspondence: Monica Cataldo sent thank you notes to the donors from February’s meeting.

Announcements: A farewell for former trustee Elizabeth Greenberg will be held April 6 from 12 noon to 2:00 p.m. at the First Parish Congregational Church in Derry.

Public Comment: None

New Business: Congratulations to newly elected trustees Virginia Austin, Andrea Lindsey, and Meryle Zusman.

Margaret Ives had mentioned she would like to be an alternate. It was noted that the Town Council must appoint alternates.

Rachael Armstrong noted that trustees cannot legally send an email to “Reply All.” Trustees cannot have a quorum outside a public meeting, which must be posted in two public places. Meryle Zusman and Victoria Austin noted multiple sites for trustee training. Monica Cataldo noted there are videos on the NHLTA website. Meryle Zusman noted that the trustees’ secure website is on the library’s site. Pete Marcotte noted that the NHLTA Conference has multiple sessions for training to choose from – very valuable.

Kathleen Kenny stated the deadline for the NHLTA Conference is April 17. There are multiple sessions to select and to email her if you plan to attend.

Rachael Armstrong asked that trustees be thinking about positions on the board and who wants to be considered at the April meeting.

Update on FY2026 budget review process: Kathleen Kenny will present the FY2026 budget at the Town Council meeting on April 3. The Town did not have any changes and have been very supportive of the library budget.

Kathleen Kenny stated that on Friday evening, March 14, President Trump issued an Executive Order directing the elimination of the Institute of Museum and Library Services (IMLS). She noted that IMLS has about 75 employees. The state receives funding from IMLS for van service, talking books and other services. Mindy Atwood at the State Library said they were cautious; not panicking. If anyone would like to take action, links are available for state representatives.

Old Business: Drywall and roof estimates are continuing, to be reported upon in April. The two roof estimates already obtained had differing reasons for the leaks. A third estimate is being obtained.

Photos of the areas of the roof that were patched in November 2024 were passed around. These were all on the flat roof over the overhang above the children’s room entrance Lorraine

Lindenberg asked about the clogs. Kathleen Kennedy explained that the metal roof was fine. It is the flat roofs that are the problem.

Adjourn: Pete Marcotte motioned to adjourn the meeting. Monical Cataldo seconded. The meeting was adjourned at 7:30 p.m.

Next Meeting

Monday, April 14, 2025, at 6:30 p.m. in Meeting Room Side A

Minutes respectfully submitted by Jack Robillard, Recording Secretary