

**Board of Trustees Meeting Minutes**  
**Meeting Room Side A**  
**Wednesday, February 19, 2025**

**Present:** Kathleen Kenny (*Library Director, remotely*), Rachael Armstrong (*Chair*), Caitlin Powers, Monica Cataldo (*Secretary*), Elizabeth Greenberg (*Vice Chair*), Lorraine Lindenberg (*Co-Treasurer*), Meryle Zusman (*appointed to replace Margaret Ives*), Victoria Austin (*Alternate*), Pete Marcotte (*Co-Treasurer*), Jack Robillard (*Recording Secretary*)

**Absent:** Susan Brown (*Assistant Director*), Erin Spencer (*Town Council Liaison*), Margaret Ives (*Alternate*)

The meeting was called to order at 6:34 by Rachael Armstrong.

**PUBLIC SESSION**

**Amendments to Agenda:** None.

**Acceptance of Minutes:** Pete Marcotte noticed that his designation as Co-Treasurer was omitted.

Caitlin moved to accept the January 22 minutes. Monica Cataldo seconded. Motion passed unanimously.

**Treasurers' Report:** Lorraine Lindenberg noted 57.2% has been expended; 41.67% remaining. Health Insurance buyout YTD is \$6,996. Capital Assets has \$4,548 for construction of the e-bike trailer.

Monica Cataldo asked why the Hospitality \$1,200 for staff gift cards was taken out of the General Fund instead of the Special Fund. Caitlin Powers answered the General Fund should be spent first and the Special Fund has restrictions.

**Director and Staff Reports:** Kathleen Kenny reported on the damage outside the Children's Room. Tom Gregoire will address the damage in the spring. Progress on the box for the e-bike was noted. The artist will start soon, but is waiting for the OK from the fire department to paint indoors.

Kathleen reported that the Friends of the Derry Public Libraries will support half the cost of the magician for a summer reading program, and will also sponsor the fee for the keynote speaker for this year's Derry Author Fest.

Elizabeth Greenberg asked if there as any pending legislation the Trustees should take action on? Parental Access to minor Children's records is still pending.

Meryle Zusman wanted to thank Jennifer Khoury (*Communication Coordinator & Webmaster*) for her work redesigning the library's webpage. Director Kenny also noted it looks great.

**Gifts:** \$313 from Hannaford's September 2024 "Bloomin' for Good" promotion  
\$1,475.00 from Massachusetts Mutual Life Insurance through Benevity  
\$162.25 from Sales force through Benevity

All gifts were discussed separately, moved, seconded and accepted unanimously.

**Correspondence:** Monica Cataldo will send thank you notes for the gifts.

**Announcements:** Trustees Elizabeth Greenberg (*Vice Chair*) and Caitlin Powers, whose terms are up in 2005, will be greatly missed. Cake and refreshments will be served during Public Comment in appreciation of their service.

**Public Comment:** Cake and refreshments were enjoyed by all. Left over cake was brought to the break room for staff to enjoy. Monica Cataldo thanked Director Kenny for her cake. Rachael Armstrong announced that she is expecting baby #5. Meryle Zusman noted, "With 6, you get egg roll."

**New Business:** Approval of Personnel Committee's recommendation to hire Jack Robillard as Recording Secretary. Rachael Armstrong moved to approve the recommendation to hire @ \$95.00 per monthly meeting. Monica Cataldo seconded. Approved unanimously.

The trustees discussed approval for Reference Department Head and Assistant Director job descriptions. Rachael Armstrong recommended highlighting new items and changes so it would be clearer. Director Kenny noted that the Personnel Committee already approved and recommended the job descriptions. Elizabeth Greenberg moved to approved. Lorraine Lindenberg seconded. The motion was passed unanimously.

Changing the wording in the circulation policy from "unique" items to "unusual" items to be consistent – Victoria Austin asked if minors were allowed to borrow "unusual" items. Director Kenny noted that adults must sign for certain items, e.g. the telescope. Discussion followed regarding fines. Elizabeth Greenberg moved to accept the change to "unusual" items. Rachael Armstrong seconded. The change was approved unanimously.

There was a great deal of discussion regarding the \$8,750 estimate from Tom Gregoire to do repairs inside. Directory Kenny noted that roof repairs would be held over until spring. Other inside repairs will be piecemeal. Repairs inside would not want to be done if the roof will leak. Pete Marcotte recommended multiple estimates for work over \$5,000. Caitlin recommended requesting Capital Reserve Funds after getting multiple estimates. Elizabeth Greenberg would not feel comfortable approving money without multiple estimates for both ROOF and INTERIOR. There was a discussion of RFPs for big ticket items, contacting Mike Fowler to see if there is a place or portal to request estimates. Meryle Zusman suggested contacting the Town regarding the contractor doing the schools' roof repairs.

The item was tabled for further estimates.

**Old Business:** Victoria Austin commended staff for their welcoming attitude. She had visited other Children's programs and was uncomfortable there, appreciating what we have. Director Kenny commended the Children's staff also and all staff for their welcoming attitude.

**Adjourn:** 7:40 p.m. - Caitlin Powers motioned to adjourn. Elizabeth Greenberg seconded. Motion passed.

**Next Meeting Monday, March 17, 2025 at 6:30 p.m. in Meeting Room Side A**

*Minutes respectfully submitted by Jack Robillard, Recording Secretary*