

Board of Trustees Meeting Minutes
Meeting Room Side A
Monday, May 19, 2025

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

Absent: Rachael Armstrong (*Chair*), Erin Spencer, (*Town Council Liaison*)

Call to Order: Vice-Chair Meryle Zusman called the meeting to order at 6:36 p.m.

PUBLIC SESSION

Amendments to Agenda: Director Kenny added -seeking approval for a GMILCS Common Borrower Card for Londonderry Leach Library and seeking funding approval for a new Dell server.

Acceptance of Minutes: Lorraine Lindenberg moved to accept the April 14, 2025 minutes; Monica Cataldo seconded. All trustees present voted in favor. Motion passed.

Treasurers' Report: Treasurer Lorraine Lindenberg reported we are 10 months into FY 2025 with 83% of the funds spent (1.5% over budget). Treasurer Lindenberg continued to list operating expenses: \$1800 for Adult Reference software; \$50 for routine pest control; \$1845 to ENE for the boiler and \$750 to Granite State Sewer and Drain to unclog roof drains. Special Fund balance is \$213,027.19. Trustee Pete Marcotte noted an increase in Trust Funds income, most likely due to increased interest on the accounts or additional Funds.

Director and Staff Reports: Director Kenny reported no major building issues in April/May; the Derry Fire Department visited on April 30 for an annual assembly permit inspection. The FY2026 budget was approved by the Town Council with no additional changes. She discussed the virtual AI discussion led by Bobbi Slossar of the NH State Library and commented on the interesting information in Jen Khoury's AI report at the Library's Staff Development Day (April 21). Director Kenny reported on legislative updates: NH HBs 273, 324 & 666 (updates are available at gc.nh.gov). She learned that there is a temporary block on the order to dismantle the Institute of Museum and Library Services (IMLS). The NH State Library has received a partial allotment for FY2025. The National Endowment for the humanities (NEH) has also had their funding cut, but the Mellon Foundation announced \$15 million in "emergency funding" to the Federation of State Humanities Council.

Director Kenny was very busy with meetings in April, listing 9 meeting, plus weekly management meetings.

There was a discussion of AI as it pertains to libraries. Trustee Andrea Lindsey and Director Kenny agreed that libraries should be cognizant of AI as an emerging technology and prepared for questions, but we would not promote AI use. There was also a discussion about museum pass use and tracking usage to cull little used passes, and whether we currently deliver books to schools and sign-up students for library cards, as it pertains to compliance with HB 273.

Gifts and Unanticipated Revenues: No gifts this month. Lorraine Lindenberg moved to “Accept any and all unrestricted monetary gifts and unanticipated revenues received between now and the next meeting.” Monica Cataldo seconded. All trustees present voted in favor. Motion passed.

Correspondence: Secretary Monica Cataldo sent a “Thank You” letter to the Derry Garden Club for their \$100 donation last month.

Announcements: None

Public Comment: None

New Business: Reports from those who attended 5/1 NHLTA meeting: There was a lengthy discussion of the sessions various trustees attended. Meryle Zusman, Monica Cataldo, Kathleen Kenny listed several that were attended: Creating an Effective Employee Handbook, AI by Bobbi Slossar of NH State Library, Legislative Tracking, Book Censorship, Proactive Planning and Budgeting with a Sustainability Approach, and Safety in Libraries, among them. There were numerous discussions of AI (the need to verify accuracy and promote critical thinking), the need for disaster planning, book censorship, inviting a state legislator to a meeting, succession planning, cross-training, and preventative maintenance. Monica Cataldo noted that the slides from these (and other) presentation are available at the NHLTA website:

<https://www.nhlta.org/Pages/Index/228047/conference-resources>

Estimates for work to be done on the flat areas of the roof were reviewed, and Director Kenny reported that she met with Mike Fowler, director of the town Department of Public Works, to get his opinion about the estimates. After reviewing them, he advised that the quote from Master Roofers, which would address two of the three flat roofs at an estimated cost of just over \$11,000, was the most reasonable. Meryle Zusman motioned to approve the estimate received from Master Roofers, and Lorraine Lindenberg seconded the motion. The board voted to approve the quote.

Director Kenny raised the issue of having the Board approve funds from the Fine Account to replace the library’s aging server, now running old software, which will not be supported by Dell after June 30. Current estimates are in the \$7,000 range, but she is requesting permission to approve a quote up to \$10,000. There is a time sensitivity to quote approval as quotes are only valid for 7 days from receipt. The server will be paid for from the operating expense line of the

fin account. Monica Cataldo motioned “to fund a new server costing up to \$10,000.” Lorraine Lindenberg seconded. All trustees present voted in favor. Motion passed.

In the interest of time, all other items on the agenda were tabled until the next meeting:

- Review secure trustee site and determine if this is something that should be updated and continued
- Review estimates received for new boiler

Old Business: Tabled

- Committee designations for board members
- Trustee alternate candidates to present to town council
- Spending fine account money on promotional item for sale at circulation desk

Adjourn: Lorraine Lindenberg motioned to adjourn. Monica Cataldo seconded. All trustees present voted in favor. Motion passed. Meeting adjourned at 8:03 p.m.

Next Meeting - Monday, June 16, 2025

Minutes respectfully submitted by Jack Robillard, Recording Secretary