

**Town of Londonderry**  
**Leach Library Board of Trustees**

**APPENDED MEETING NOTICE**

**DATE: Wednesday, September 24, 2025**

**TIME: 7:00 PM**

**LOCATION: Leach Library Meeting Room**

- A. CALL TO ORDER/PLEDGE** 5 Min
- B. Public Comment** 15 Min
- C. Old Business**
  - a. Discuss and Approve Director's Job Description** 20 Min
  - b. Discuss and Approve Director's Review Form** 20 Min
  - c. Review Banking Decision and vote** 5 Min
  - d. Review MOA with Town** 5 Min
- D. New Business**
  - May 7 & 20 June 4 & 14**
  - July 9 & 19 Aug 6**
  - Contact Approvals** 10 Min
  - a. Acceptance of Unanticipated Funds Under RSA 202-A:4-c and RSA 202-A:4-d** 5 Min
- E. Non-Public Session**
  - Non-Public Session in Accordance with RSA 91-A:3,11(c) and (b)** 30 Min
- F. Other Staff Reports** 10 Min
- G. Announcement** Next Meeting is October 1, 2025
- H. Adjournment**

Londonderry Leach Library  
Library Director Job Description – **DRAFT SEPTEMBER 2025**

**Summary**

Under the supervision of the Board of Trustees, serves as the administrative officer of the Library. Responsible for planning, organizing, directing, and managing all aspects of the Library in conformity with the mission/goals/objectives and policies established by the Board of Trustees, with appropriate Municipal, State and Federal laws and regulations.

**Minimum Qualifications**

- Master's Degree in Library Information Studies from an accredited college or university.
- A minimum of five (5) years Library management experience, including three (3) years in a supervisory capacity or equivalent combination of education. At least two (2) years experience as an Assistant Director.

**Library Director must have:**

- Excellent leadership, communication, project management, planning, organizational, and interpersonal skills with proven effectiveness.
- Strong technological skills and the ability to leverage cutting edge technology to keep the Library competitive.
- Ability to work and communicate effectively with Library trustees, elected officials and community groups.
- Ability to supervise and motivate Library staff and volunteers and to communicate their needs and concerns to the Board.
- Advises on employee performance for board approval.
- Experience in seeking and obtaining philanthropic and public funding.
- Knowledge of non-profit charitable foundations and experience fundraising

**Major Duties & Responsibilities:**

- Maintenance and management of the Library facility including electrical, heating, water and mechanical systems.
- Sustain a viable and thriving Library with a customer-focused framework.
- Assess community preferences for Library services and evaluate trends to keep abreast of the needed changes in techniques, materials and equipment.
- Direct the daily operations to ensure high quality and cost-effective services; analyze operations and functions; plan, monitor, and prioritize the work of Department Heads.
- Develop and oversee collection development plan; appoint selectors for collection.
- Teach, model, and sustain excellent customer service practices, leadership and supervisory skills.
- Coordinate and supervise interior arrangements of the physical facility; assess needs and recommend new or replacement purchases; negotiate contracts in coordination with the Town; interact with service contractors and vendors for repair and maintenance.

- Completes paperwork relating to the hiring and ongoing employment of Library staff, including weekly payroll submission.
- Prepares records for annual audit.
- Continually evaluates the effectiveness of Library programs and services in relation to the changing needs of the community, developing strategies to meet those needs.
- Evaluates, in coordination with staff, the future needs for Library services and the resources to meet those needs.
- Responsible for hearing and resolving problems and complaints from Library users and the general public.
- Maintains employee records, including but not limited to, time records, payroll, health and employment benefits.
- Oversee the selection and general collection of books and other items and resources contained in the Library; review major selection tools; approve Library purchase orders; review books, periodicals and collections which are outdated or not used, and coordinate removal and disposition.
- Maintain current knowledge of public Library services and trends through reading appropriate literature and attendance at approved conferences, seminars and other professional development programs.
- Responsible for acquiring grants available to enhance all aspects of Library services.
- Drafts proposed annual operating budget for the Trustees to consider, evaluate, adjust and submit.
- Provide monthly management, financial and planning reports to the Board to assist in short-term and long-term priorities and implementation.
- Keeps the board informed of new developments and information reported by the NH State Library and other sources.
- Maintains membership in professional organizations such as NHLA, NELA, and ALA.
- Files annual statistical report with the State Library.
- Collaborate with the Friends of the Leach Library to foster a strong relationship and support for Library services and programs.
- Perform other duties as required.

**hLondonderry Leach Library**  
**Library Director Yearly Performance Review Form**

**\*\*\* Please use the Scoring Rubric attached at the end of this document \*\*\***

The Leach Library Trustees will individually rate the director's performance. In any given category, if the rating is less than satisfactory, then a specific reasoning should be provided.

**Section 1: Basic Information**

Director's Name: \_\_\_\_\_

- Review Period: \_\_\_\_\_
- Trustees Name: \_\_\_\_\_
- Date of Review: \_\_\_\_\_

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**Scoring/Ratings:**      *Rate the Director on the following criteria:*

- 1 – Unsatisfactory (requires explanatory statement)*
- 2 – Needs Improvement (requires explanatory statement)*
- 3 – Satisfactory*
- 4 – Proficient*
- 5 – Excellent*

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**SECTION 2: LEADERSHIP, MANAGEMENT, and PROFESSIONAL AWARENESS**

**1. Leadership Skills**

Provides clear staff direction concerning BOT policies and procedures and state and federal employment laws.

Inspires and motivates staff.

Demonstrates ethical behavior and integrity.

Regularly demonstrates the ability to perform duties/responsibilities while meeting deadlines.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments

## 2. Daily Supervision

The daily operation of the library runs smoothly with respect to scheduled hours, adequate staffing, and providing services.

Oversee that routine maintenance of the building and grounds conducted and supervised regularly

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments

## 3. Strategic Planning

May suggest strategic goals for the library. Must have BOT approval.

Follows thru with Bot policies and updates staff on changes.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:


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## 4. Staff Management

Effectively supervises and supports staff.

Encourages professional development.

Handles conflicts and disciplinary actions appropriately.

 Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

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## 5. Financial Management

Assist to prepare and manages the library budget effectively.

Pursues external funding opportunities.

Ensures transparency and accountability in financial practices.

Regularly demonstrates the ability to manage fiscal resources effectively.

Keeps within budget per line number.

☐ Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

### **SECTION 3: COMMUNICATION**

#### **1. Internal Communication**

Communicates effectively with staff.

Provides Trustees with information requested on an as needed basis.

○ Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

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:

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#### **2. Public Relations**

Handles public concerns professionally.

Manages the library's public image effectively.

Utilizes social media and other channels for promotion.

Deals courteously and tactfully with the public and Trustees, projects a positive image for the Library.

○ Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

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#### **3. Friends of the Library**

Director promotes and supports a Friends Group

Director assists the Friends Group with help in defining their role

Comments:

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## **SECTION 4: PROGRAM AND SERVICE MANAGEMENT**

### **1. Collection Development**

Manages acquisitions and weeding effectively.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

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### **2. Program Development**

Provides a variety of programs for all ages.

Evaluates program success and adjusts accordingly.

Supports staff in program creation.

Selects programs that fit in the budget.

○ Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

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### **3. Technology Management**

Implements and maintains library technology effectively.

Promotes digital literacy and online resources.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Comments:

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## **SECTION 5: OVERALL PERFORMANCE AND COMMENTS**

1. Overall Performance Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

2. Strengths:

3. Areas for Improvement:

4. Goals for Next Year:

5. Additional Comments:

## **SECTION 6: SIGNATURES**

Trustee Printed Name:

Date

Trustee Signature:

Director Signature:

Date

## RUBRIC DETAILS BY SECTION

5 - Excellent: Consistently exceeds expectations. Demonstrates exceptional performance and leadership in all aspects of the category.

4 - Proficient: Consistently meets expectations with a high level of skill. Occasionally exceeds expectations.

3 - Satisfactory: Meets expectations with an acceptable level of performance. Performs duties effectively.

2 - Needs Improvement: Occasionally meets expectations but demonstrates significant areas for improvement.

1 - Unsatisfactory: Consistently fails to meet expectations. Requires immediate improvement.

### SECTION 2: LEADERSHIP AND MANAGEMENT

Criteria	5 - Excellent	4 - Proficient	3 - Satisfactory	2 - Needs Improvement	1 - Unsatisfactory
Leadership Skills	Consistently leads with clear vision and motivation. Staff are highly engaged.	Regularly provides direction and support.	Adequately leads but may lack consistency in motivation.	Provides unclear direction or fails to inspire staff.	Demonstrates poor leadership and disengages staff.
Strategic Planning	Plans are innovative, well-researched, and always achieved.	Sets realistic goals and achieves most.	Sets goals but may lack follow-through.	Goals are vague or frequently unmet.	Lacks strategic vision or fails to set goals.
Staff Management	Supports and develops staff at an exceptional level.	Effectively manages staff and supports growth.	Manages staff adequately but offers limited support.	Struggles with staff management or conflict resolution.	Consistently fails to manage staff effectively.
Financial Management	Manages budget with transparency and pursues funding proactively.	Effectively maintains budget and seeks funding when needed.	Manages budget without major issues.	Makes budgeting errors or misses funding opportunities.	Fails to maintain financial integrity or transparency.

### **SECTION 3: COMMUNICATION AND COMMUNITY ENGAGEMENT**

<b>Criteria</b>	<b>5 - Excellent</b>	<b>4 - Proficient</b>	<b>3 - Satisfactory</b>	<b>2 - Needs Improvement</b>	<b>1 - Unsatisfactory</b>
Internal Communication	Regularly communicates clearly and transparently. Staff are well-informed.	Provides consistent communication to staff.	Communicates adequately but may miss updates.	Inconsistent communication with staff.	Fails to communicate important information.
Community Outreach	Builds strong community relationships, regularly promotes services.	Maintains positive community connections.	Occasionally engages with the community.	Limited outreach efforts.	Fails to maintain a community presence.
Public Relations	Handles public concerns with professionalism and maintains a strong public image.	Manages public interactions effectively.	Interacts with the public appropriately.	Struggles with public relations.	Damages library's public image.



#### **SECTION 4: PROGRAM AND SERVICE MANAGEMENT**

<b>Criteria</b>	<b>5 - Excellent</b>	<b>4 - Proficient</b>	<b>3 - Satisfactory</b>	<b>2 - Needs Improvement</b>	<b>1 - Unsatisfactory</b>
Collection Development	Collection is diverse, up-to-date, and well-used by patrons.	Provides a variety of high-quality materials.	Maintains an adequate collection.	Collection is outdated or lacks variety.	Fails to maintain a useful collection.
Program Development	Offers innovative programs that consistently meet patron needs.	Provides a variety of successful programs.	Programs are adequate but may lack variety.	Programs are limited or poorly attended.	Fails to provide effective programs.
Technology Management	Implements cutting-edge technology and ensures accessibility.	Regularly updates and maintains technology.	Technology is functional but may be outdated.	Limited technology or poor maintenance.	Fails to maintain basic technology.

#### **SECTION 5: OVERALL PERFORMANCE AND COMMENTS**

- Use the scoring rubric to average scores across categories.
- Reviewers can provide written comments to support scores.

#### **SCORING CALCULATION:**

- Add the total score from each category.
- Divide by the total number of categories for an average score.
- Example Calculation:
  - Total Score = 45 (sum of all ratings)

- Number of Categories = 9
- Average Score =  $45 / 9 = 5.0$  (Excellent)

DRAFT

1 **LONDONDERRY LEACH LIBRARY**  
2 **BOARD OF TRUSTEES MEETING**

3 Leach Library Meeting Room

4 May 7, 2025, 7:00 p.m.

5 Draft Minutes  
6  
7

8 *The video recording of this meeting can be viewed at:*

9 <http://173.166.17.35/CablecastPublicSite/show/12934?channel=4>  
10  
11

12 **Trustees present:** Chair Liz Thomas; Secretary Beth Marrocco; Trustees Nancy Hendricks,  
13 Christine Fitzgerald, Moira Ryan

14 **Trustees absent:** Treasurer Jan McLaughlin; Vice Chair Helen Palmieri

15 **Library Staff present:** Director Erin Matlin; Assistant Director Donna Plante  
16  
17

18  
19  
20 **A. Call to Order/Pledge**  
21

22 Chair Thomas called the meeting to order at 7:01 p.m. Ms. Fitzgerald led the Pledge of  
23 Allegiance.  
24

25 **B. Non-Public Session**  
26

27 *Ms. Hendricks moved to go into a non-public session at 7:02 p.m. Ms. Fitzgerald seconded*  
28 *the motion. No vote was taken.*  
29

30 *RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the*  
31 *disciplining of such employee, or the investigation of any charges against him or her, unless*  
32 *the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be*  
33 *open, in which case the request shall be granted.*  
34

35 The cameras were turned off at 7:03 p.m.

36 The cameras were turned back on.  
37

38 *To correct a procedural error, Ms. Hendricks moved to go into a non-public session*  
39 *pursuant to RSA 91-A:3 as defined in paragraph II (a). Ms. Fitzgerald seconded the*  
40 *motion. A roll call vote was taken. The motion carried 5-0-0.*  
41

42 *Ms. Fitzgerald made a motion to exit the non-public session and return to public meeting.*  
43 *Ms. Hendricks seconded the motion. A roll call vote was taken. The motion carried 5-0-0.*  
44

45 *Ms. Hendricks made a motion to seal the minutes of the non-public session. Ms. Ryan*  
46 *seconded the motion. A roll call vote was taken. The motion carried 5-0-0.*

47  
48 **C. Public Comment**  
49

50 **Oscar Bart (sp?), 20 Woodbine Drive**, spoke to a petition placed in the library by Board  
51 approval and then removed, asking about the process followed and the reasoning behind  
52 removing it. He said Kristine Perez physically removed the petition. Chair Thomas said she  
53 called each Trustee and took a vote, and they agreed to remove it. Mr. Bart cautioned that this  
54 was not done properly.  
55

56 He spoke to a comment made by Kristine Perez about harassment at an earlier meeting, and  
57 to the definition of harassment. He also spoke to a comment made by Kristine Perez at an  
58 earlier meeting about libel and slander, and to the definitions of libel and slander.  
59

60 Ms. Hendricks said the petition should be returned to the library, as placement was approved  
61 by the Board. The correct process should be followed to remove it, if the Board would like it  
62 removed. Ms. Plante noted the deadline for submission of the petition had passed.  
63

64 **Kristine Perez, 5 Wesley Drive**, clarified that she speaks as a citizen at most Library  
65 meetings, not as a State Representative. She explained the comment she made about  
66 harassment. She said she visited the Library to see if the petition had been removed.  
67

68 **Ann Fenn, 18 Partridge Lane**, said the Board needs to follow their established process. The  
69 residents want transparency and honesty on the part of the Board, and roles and  
70 responsibilities must be kept clear.  
71

72 **Megan Donovan, 45 Chase Road**, as a citizen, asked how Kristine Perez knew the petition  
73 was being removed.  
74

75 **John Farrell, 4 Hancock Drive**, clarified that the phone call made by Chair Thomas to the  
76 other Trustees constituted an illegal meeting.  
77

78 Chair Thomas acknowledged an error was made and apologized. She confirmed the correct  
79 procedure will be followed in the future.  
80

81 **Glenn Douglas, 6 Overlook Avenue**, spoke against abstaining from votes.  
82

83 The Board clarified how abstentions affect the outcome of a vote, and that a vote should not  
84 be conducted, if they are not prepared to vote on an issue.  
85

86 The Board said they did not have enough time to read the petition before voting on it.  
87 Director Matlin noted it was emailed to them two weeks before the meeting.  
88

89 **Debbie Desrosiers, 25 Royal Lane**, expressed concern that the decision was made to remove  
90 the petition due to the reaction of a few people. She asked for confirmation that this will not  
91 happen again.  
92

Chair Thomas reiterated the Board will not vote on an issue unless they have full knowledge of the issue and feel comfortable voting on it.

**Laura Reinhold, 77 Pendleton Lane**, as a citizen, asked the Board to verify how abstentions affect the outcome of a vote.

**Patrick El-Azem, 22 Summer Drive**, asked if the Board operates according to Roberts Rules of Order and was told it does not.

Ms. Plante pointed out the bylaws state the Board operates under Roberts Rules of Order. Chair Thomas said this is not recommended by the Secretary of State, nor does the Town follow Roberts Rules of Order, so it should be removed from the bylaws.

Mr. El-Azem read from the Roberts Rules of Order website regarding abstentions.

**Caroline Edwards, 5 Tanager Way**, asked if the Board voted against accepting funding for summer programming.

Chair Thomas explained the Board voted against using Trustee funds, as Director Matlin assured them there were adequate funds in the budget for the summer reading program. They are reserving the Trustee funds in case state and federal funding is cut. Ms. Fitzgerald added that the Board is trying to correct the budget and line items.

Ms. Edwards spoke against censorship of books. Ms. Ryan said the Board has not discussed taking books off the shelves. Ms. Edwards spoke in support of the ALA and of Leach Library.

**A resident from 17 Bancroft Road** asked about the Board approving summer programming instead of allowing the Library staff to make this decision. Ms. Ryan said the Board has not discussed this.

**Kate Burbidge, 21 Kelley Road**, spoke in support of the Library and the summer reading program. She asked about the use of the Trustee funds for the summer reading program and the impact of the loss of state and federal funds. Chair Thomas reiterated the need for the Library to operate within a budget. Ms. Ryan noted there is no revenue stream associated with the Trustee funds.

Ms. Burbidge suggested the Board create a policy regarding petitions.

Chair Thomas closed public comment.

#### **D. New Business**

After discussion, the Board agreed items under New Business should be listed on the agenda so that the public is aware of what will be discussed at the meeting. An "Other" section will be added to the agenda, where other topics can be introduced for consideration.

##### **1. Carpet Cleaning**

Director Matlin presented quotes for carpet and upholstery cleaning.

*Ms. Fitzgerald made a motion to accept the quote from Stanley Steemer for \$2,778.75. The motion was seconded. The motion carried 5-0-0.*

## **2. Cloud Library Dues**

Director Matlin explained the contract with the GMILCS consortium includes an agreement to make a donation in support of the Cloud Library platform. She asked the Board what amount they would like to pledge this year from Trustee funds. Next year, the donation would be included in the Library budget.

Ms. Hendricks voiced concern over the Board voting to expend funds without the topic being included on the agenda and thus open for public input. The Board agreed to defer this discussion until the next meeting.

## **3. Replacement of Printers for Reference and Technical Services**

Assistant Director Plante shared information about printers that need to be replaced. There is no equipment line in the budget this year, so the cost would come from the bottom line. The cost would be \$1,100.

*Ms. Hendricks made a motion to overspend the line item and purchase two printers. Ms. Fitzgerald seconded the motion. The motion carried 5-0-0.*

## **4. Congressional Database**

Assistant Director Plante read a request from a patron about accessing Congressional transcripts. She shared information on ProQuest, which provides this and other services. The cost to access this database for one year is \$1,872.42. She recommended advertising it as a limited-time service to determine how many patrons would use it. It would have to be paid for with Trustee funds, or another database would need to be eliminated.

Ms. Marrocco said she and other residents have donated to the Trustee funds for enhancement of Library programming and activities.

The Board discussed tabling the topic until Board Treasurer McLaughlin is present to provide information on Trustee funds.

*Ms. Thomas made a motion to not recommend purchase of this service at this time. Ms. Hendrickson seconded the motion. The motion carried 4-0-1, with Ms. Marrocco voting in opposition.*

## **5. Annual NHLTA Awards**

Director Matlin said the Library would like to apply for Library of the Year, which would require a unanimous vote from the Board. The Board agreed to table this vote until all members are present.

## **6. Acceptance of Unanticipated Funds**

Director Matlin read a list of donations made to the Library.

*Ms. Fitzgerald made a motion to accept the list of gift cards and donations as unanticipated funds. The motion was seconded. The motion carried 5-0-0.*

#### **E. Old Business**

##### **1. Appointment of Alternates to Board per RSA 202-A:10**

Chair Thomas reviewed the RSA regarding the Town Council appointing alternates to the Board. The Board questioned the role of alternates and Ms. Plante explained, noting this should be covered in the bylaws.

John Farrell called a point of order, and reviewed the role of alternates on other Town Boards. He recommended following the procedure to include alternates as Ms. Plante explained, and that the Board seek legal counsel. A discussion followed about the need for alternates, the need to study the concept, and the need to add this to the bylaws.

The Board agreed this should be studied further and input from the public obtained.

*Ms. Hendricks made a motion to defer this topic to allow for future study and to obtain input from the public. Ms. Thomas seconded the motion.*

Ms. Fitzgerald requested a timeline for the topic to be readdressed. The Board agreed to address the topic no later than the August meeting.

*Ms. Hendricks amended the motion to reflect the deferral of this topic for up to three months. Ms. Thomas seconded the motion. The motion carried 5-0-0.*

Chair Thomas committed to adding this topic to the agenda for every meeting until it is resolved.

##### **2. Circulation Librarian Update**

Director Matlin reported a candidate is being offered the position of Circulation Librarian.

There will be a vacancy for a part-time, non-benefitted Library Technician. She would like to post this position internally and externally.

*Ms. Hendricks made a motion to post the part-time Library Technician position. Ms. Marrocco seconded the motion. The motion carried 3-0-2, with Ms. Fitzgerald and Ms. Ryan voting in opposition, wanting time to review the job description before it is posted.*

##### **3. Children's Librarian Update**

Director Matlin will post this position on July 21<sup>st</sup> internally and externally. She reviewed the timeline, with the aim of hiring in mid-September. She will bring the job description to the June meeting for review.

231  
232 *Ms. Hendricks made a motion to post the Children's Librarian position on July 21<sup>st</sup>.*  
233 *Ms. Thomas seconded the motion. The motion carried 5-0-0.*  
234

235 **4. Request for reconsideration of summer hours**

236 Chair Thomas said several people have objected to the summer hours that the Board  
237 approved. She reviewed the reasoning behind the hours, including staff availability due to  
238 summer reading program coverage and approved time off. She added that the Board  
239 already approved these hours. She suggested addressing this in January for next summer.  
240

241 *Ms. Hendricks made a motion that the Board stand by the summer hours as previously*  
242 *approved. Ms. Thomas seconded the motion.*  
243

244 The Board decided a vote was not needed. The motion was withdrawn.  
245

246 Ms. Plante said the summer hours will be advertised, now this topic has been decided.  
247

248 **5. Request for reconsideration of OHD closure**

249 Chair Thomas spoke with the Acting Town Manager and the Town Hall, and they agreed  
250 it would be a nightmare to open the Library on Old Home Day.  
251

252 **6. Past Trustee Gift Idea**

253 The Board discussed purchasing books for a collection, with a book plate noting the  
254 donation is in honor of the past Trustee.  
255

256 *Ms. Ryan made a motion to spent \$100 from the Trustees fund for a book donation in*  
257 *the name of Kim Bears, former Trustee. Ms. Thomas seconded the motion. The motion*  
258 *carried 5-0-0.*  
259

260 **F. Approval of Minutes**

261  
262 **March 26, 2025**  
263

264 *Ms. Hendricks made a motion to approve the minutes of March 26, 2025, as written.*  
265 *Ms. Thomas seconded the motion. The motion carried 5-0-0.*  
266

267 **April 2, 2025**  
268

269 Page 5, line 203, the correct spelling is Arya.  
270

271 *Ms. Hendricks made a motion to approve the minutes of April 2, 2025, as amended.*  
272 *Ms. Thomas seconded the motion. The motion carried 4-0-1, with Ms. Fitzgerald*  
273 *abstaining.*  
274

275 **April 16, 2025**  
276

277 *Ms. Marrocco made a motion to approve the minutes of April 16, 2025, as written. Ms.*  
278 *Thomas seconded the motion. The motion carried 4-0-1, with Ms. Hendricks*  
279 *abstaining.*

280  
281 **G. Other Business**

282  
283 **1. Treasurer's Report**

284 The Treasurer was not present to provide a report.

285  
286 **2. Director's Report**

287 Director Matlin presented highlights of the Director's Report.

288  
289 **3. Assistant Director's Report**

290 Assistant Director Plante presented highlights of the Assistant Director's report.

291  
292 **H. Public Comment**

293  
294 A resident asked that Board members review the materials that are provided to them before  
295 meetings, so discussions can be more productive and votes can occur.

296  
297 **Megan Donovan, 45 Chase Road**, said the public perception of the Board not funding the  
298 summer reading program has a negative effect on people making donations. She gave a  
299 personal example of this.

300  
301 **Maria Barut, 6 Bridle Path**, thanked the Board and Library staff for their work on  
302 balancing the budget and spending funds correctly.

303  
304 **I. Adjournment**

305  
306 *Ms. Hendricks made a motion to adjourn the meeting. Ms. Thomas seconded the motion.*  
307 *The motion carried 5-0-0.*

308  
309 The meeting was adjourned at 9:38 p.m.

310  
311 Respectfully submitted,  
312 Beth Hanggeli, Recording Secretary

1 **LONDONDERRY LEACH LIBRARY**  
2 **BOARD OF TRUSTEES MEETING**

3 Leach Library Meeting Room

4 May 20, 2025, 7:00 p.m.

5 Draft Minutes  
6  
7

8 *The video recording of this meeting can be viewed at:*

9 <http://173.166.17.35/CablecastPublicSite/show/12948?channel=4>  
10  
11

12 **Trustees present:** Chair Liz Thomas; Vice Chair Helen Palmieri; Secretary Beth Marrocco;  
13 Treasurer Jan McLaughlin; Trustees Nancy Hendricks, Christine Fitzgerald, Moira Ryan (joined  
14 at 7:05 p.m.)

15  
16 **Trustees absent:** None  
17

18 **Library Staff present:** Director Erin Matlin; Assistant Director Donna Plante  
19  
20

21 **A. Call to Order/Pledge**

22 Chair Thomas called the meeting to order at 7:00 p.m. Ms. Hendricks led the Pledge of  
23 Allegiance.  
24

25 *Ms. McLaughlin moved to adjust the Agenda as follows: Non-Public session moved to the*  
26 *last item, Public Comment moved to the next-to-the-last item, Old Business addressed first,*  
27 *New Business addressed next, Other Business addressed after that, and adjournment at the*  
28 *end.*  
29

30 Ms. Plante noted the public has requested that two Public Comment sessions be offered at  
31 each meeting. Chair Thomas said as this is a special meeting, there will only be one session.  
32

33 *Ms. Hendricks seconded the motion.*  
34

35 Ms. Marrocco asked why the Agenda is being changed and why the second Public Comment  
36 was removed. Ms. McLaughlin said the by-laws need to be discussed first, as they will apply  
37 to discussions later in the meeting. They are trying to shorten the meetings, so have removed  
38 the second Public Comment session.  
39

40 Ms. Marrocco said the Board should be mindful of the length of their comments instead of  
41 removing an opportunity for Public Comment, if there is a concern about the length of  
42 meetings. Ms. Palmieri suggested in the future, a revised Agenda be sent to the Board  
43 members before the meeting.  
44

45 Ms. Hendricks called the vote.  
46

Ms. Plante said the Agenda as posted showed two Public Comment sessions, so the public came with that expectation. Chair Thomas noted Ms. Plante does not have a vote.

*A vote was taken. The vote was 3-3-0, but as Ms. Ryan arrived late, she did not vote.*

Chair Thomas called for a second vote, once Ms. Ryan had time to review the revised Agenda.

Chair Thomas asked the public if there was anyone present wanting to comment who could not stay until the end of the meeting.

Ann Fenn said the posted Agenda listed two Public Comment sessions and this should be adhered to. The Board discussed whether other Boards offer two Public Comment sessions.

Councilor Dan Bouchard said there is Public Comment at the beginning and end of Town Council meetings.

*Ms. Ryan proposed an amendment that the Board use the new Agenda, but add a second Public Comment session before Old Business. Ms. Palmieri seconded the motion. A vote was taken. The amendment to the motion carried with 6 ayes. Ms. Hendricks did not vote.*

*The Board voted on the amended motion. The motion carried with 6 ayes. Ms. Hendricks did not vote.*

#### **B. Public Comment**

Ms. McLaughlin distributed a draft document with a procedure for Public Comment. Director Matlin said the draft was not distributed before the meeting, and asked if the intent was to follow this procedure or to discuss the draft document at this meeting. Ms. McLaughlin said this is a procedure to outline how Public Comment should proceed.

Ms. Fitzgerald noted there are guidelines for public participation in the binder.

Chair Thomas opened public comment.

**Kate Burbidge, 21 Kelley Road**, offered suggestions for additions and changes to the by-laws. She noted the Library Director job description has not been revised since 1992 and offered suggestions for changes.

**Councilor Dan Bouchard** invited everyone to a Meet and Greet for the new Town Manager on May 27<sup>th</sup>.

**Ann Fenn, 18 Partridge Lane**, asked if the public will be allowed to comment on the proposed Public Comment procedure. She asked if the proposed procedure works with the State's Open Meeting laws. Chair Thomas said the public was welcome to make statements during Public Comment regarding the proposed procedure, but there would be no dialogue. Ms. Fenn said Public Comment provides an opportunity for the Board to explain their

positions to the public and vice versa. Ms. McLaughlin said if a subject is on the Agenda for the next meeting, the public will have a chance to discuss it. Ms. Fenn asked if alternate members will have the right to vote when they are standing in for a member and Chair Thomas said they would.

**Vicki Stachowske, 25 Shasta Drive**, asked if there would be a public hearing on the by-laws. Chair Thomas said the Board has never had a public hearing on changing documents. The public is welcome to attend Board meetings and make comments.

**Dana, 46 Seasons Lane**, spoke in support of the library and its non-literary programs.

#### C. Old Business

##### 1. Appointment of Alternates to Board per RSA 202-A:10

*Ms. McLaughlin moved that in accordance with New Hampshire RSA 202-A:10 and the Board By-Laws Section 2.2 as currently exist, the names of Richard Bielinski, Maria Barud, and Erica Laue be forwarded to the Town Council as possible alternates to the Leach Library Board of Trustees to serve a one-year term.*

*Ms. Fitzgerald amended the motion to delete the names, note that Board members should email the Town Council with suggestions for alternates, and the Council should select the individuals. Ms. Ryan seconded the motion.*

**Discussion:** Ms. Plante read the RSA regarding the Board of Trustees selecting alternates.

Ms. Hendricks questioned the need for alternates. Ms. Palmieri asked why these individuals were selected. Ms. McLaughlin said these are individuals who have expressed interest in serving as alternates. Ms. Palmieri suggested using the list of individuals who ran for Trustee at the recent election.

The Board discussed the role of alternates and the need for them. Ms. Plante noted the role of an alternate needs to be outlined in the by-laws.

Ms. Fitzgerald called the vote.

*A roll call vote was taken on the amended motion: Marrocco – no, Palmieri – no, Thomas – no, McLaughlin – yes, Fitzgerald – yes, Ryan – yes, Hendricks – no. The amended motion failed 4-3-0.*

Ms. McLaughlin withdrew her motion.

*Ms. McLaughlin moved that the Board have three alternates, in accordance with RSA 202-A:10 and the Board By-Laws Section 2.2. Ms. Fitzgerald seconded the motion.*

*A roll call vote was taken on the motion: Marrocco – no, Palmieri – no, Thomas – no, McLaughlin – yes, Fitzgerald – yes, Ryan – yes, Hendricks – no. The motion failed 4-3-0.*

Chair Thomas suggested the topic be revisited at some point in the future.

## **2. Update By-Laws**

The Board reviewed and discussed proposed changes to the by-laws. Discussions included:

- The need for an assistant treasurer
- Subcommittee review of MOUs before approval
- Reporting on Trustee trust funds and donations
- The need for a Code of Ethics
- Professional development for Trustees and Staff

*Ms. McLaughlin moved to add to 3.8 that the cost for Professional Development for new and old Board members may be reimbursed from the Trustee account. The motion was seconded. The motion carried unanimously.*

- The need for subcommittees, including budget, by-laws, personnel, and policies
- Trustees reviewing and voting on all contracts
  - Whether the Director needs to have a contract, being an at-will employee
- Appointment and termination of employees
- Trustees attending exit interviews
- Approval limits for expenditures, including emergent situations
- Recording regular and subcommittee meetings
- Adding a section for deliberation on the Agenda
- The Assistant Director report being in hard copy form
- The need for the Assistant Director to attend Board meetings
  - Scheduling and financial liability
- Trustee involvement in employee performance reviews and merit increases
- Whether the Board follows Roberts Rules of Order
- The ability to delay/table topics
- Time limits for Public Comment and whether the Board should respond
- Procedures and timelines for amending by-laws
- Cooperation with other libraries, including consortiums

The changes to the by-laws will be emailed to all members and will be voted on at the next meeting.

## **3. Past Trustee Gift Idea**

The Board agreed the amount of the donation would be \$100. Ms. McLaughlin will issue a check to the Book Account.

182 **D. New Business**

183 **1. Update Director's Job Description**

184 The Board deferred this discussion to the June meeting. Director Matlin has not received  
185 a working copy of her job description.

187 **2. Review Yearly Performance Report**

188 Ms. Plante noted the Board would need a full year to evaluate performance based on any  
189 revision of expectations. Director Matlin clarified her performance would be evaluated  
190 based on new guidelines starting in September 2025. The Board agreed to continue this  
191 discussion in June.

193 **3. Bank Accounts**

194 The Board discussed who should be signatories on the accounts. They discussed the need  
195 for a policy regarding access to online bank accounts and the availability of paper  
196 statements. The Board agreed that the treasurer, Director, and Chair should be on the  
197 accounts; the Director is not a signatory. Ms. Palmieri will remain on the account as the  
198 former Chair for now.

200 **E. Public Comment**

201 **Alicia** spoke against reducing the time for Public Comment. She asked when the public will  
202 have the opportunity to ask questions. Chair Thomas said the public should contact her with  
203 questions. Councilor Bouchard noted the Town Council is now responding to questions  
204 during Public Comment.

206 **Azer Palin (sp), Bancroft Road**, expressed concern that the Board is not prepared for  
207 meetings and the public does not have information on what is being discussed. She suggested  
208 the by-laws be reviewed by counsel. She expressed concern over the Board micromanaging  
209 the Director. She questioned why the Board is considering changing the system of issuing  
210 merit increases. She asked the Board to do their homework, including understanding the  
211 difference between interlibrary loan and GMILCS.

213 **Patrick El-Azem, 22 Summer Drive**, said St. Mary's Bank allows both paper and online  
214 statements. He suggested that to resolve email issues, all emails should be sent to the Chair,  
215 who will then disseminate them. He recommended using a site such as Microsoft Teams  
216 instead of emails to disseminate information.

218 **F. Adjournment**

220 *Ms. Palmieri moved to adjourn the meeting. Ms. Thomas seconded the motion. The motion*  
221 *carried unanimously.*

223 The meeting was adjourned at 10:27 p.m.

225 Respectfully submitted,  
226 Beth Hanggeli, Recording Secretary

**LONDONDERRY LEACH LIBRARY  
BOARD OF TRUSTEES MEETING**

Leach Library Meeting Room

June 4, 2025, 7:00 p.m.

Draft Minutes

*The video recording of this meeting can be viewed at:*

<http://173.166.17.35/CablecastPublicSite/show/12956?channel=4>

**Trustees present:** Chair Liz Thomas; Vice Chair Helen Palmieri (left at 10:23 p.m.); Secretary Beth Marrocco; Treasurer Jan McLaughlin; Trustees Nancy Hendricks (left at 10:00 p.m.), Christine Fitzgerald, Moira Ryan

**Trustees absent:** None

**Library Staff present:** Director Erin Matlin; Assistant Director Donna Plante

**A. Call to Order/Pledge**

Chair Thomas called the meeting to order at 7:01 p.m. A member of the public led the Pledge of Allegiance.

**B. Public Comment**

Chair Thomas opened public comment. She limited the Public Comment session to 20 minutes.

**Deb Lievens, Morrison Drive**, spoke in support of the library and against banning books.

**Kate Holland (sp?), Woodland Drive**, spoke in support of the library and the Staff.

**Richard Bielinski, 89 Hall Road**, posed questions about the bank accounts and Accounts Payable.

**Kate Burbidge, 21 Kelley Road**, clarified that library staff are appointed by the Trustees, not at-will employees. She suggested additions to the Library Director's job description. She spoke to the reports the Director is expected to provide as being micromanagement.

**Megan Donovan, 45 Chase Road**, suggested going fine-free on the remainder of the collection. She recommended installing an amnesty/conscience jar for donations that would be earmarked for the book account.

**Jan McLaughlin, 38 Rainbow Drive**, said as a Trustee, she is attempting to fulfill the requirements of the State. Comments on social media about the Trustees discussing banning books is inaccurate. She warned drivers to be careful of the wildlife.

47  
48 **C. New Business**

49 **1. Acceptance of Unanticipated Funds under RSA 202-A:4-c and RSA 202-A:4-d**

50  
51 *Ms. Hendricks moved to accept unanticipated funds for June presented by Director*  
52 *Matlin under RSA 202-A:4-c and RSA 202-A:4-d . Ms. Palmieri seconded the motion*

53  
54 *Discussion:* Ms. McLaughlin suggested a process be established to record donations, as  
55 well as how and when they are used, as this information needs to be reported to the  
56 Secretary of State's office. Director Matlin is creating this document. The Attorney  
57 General's office verified that the information included in the Annual Report to the  
58 Trustees is sufficient. She agreed this information should be tracked to ensure donations  
59 are being used as intended.

60  
61 Ms. Plante noted the Recording Secretary suggested attaching the list of unanticipated  
62 funds as an addendum instead of being listed in the minutes. Ms. Palmieri said she or  
63 Chair Thomas will respond.

64  
65 *A roll call vote was taken. The motion carried unanimously.*

66  
67 **2. Update Director's Job Description**

68 The Board agreed to discuss the Director's job description at a future meeting. Director  
69 Matlin shared a draft of a job description she created, as she was not consulted when the  
70 Trustees created their draft and it was inaccurate.

71  
72 **3. Review Library Director Yearly Performance Form**

73 Ms. McLaughlin suggested the Director's job description and yearly performance form  
74 should be discussed simultaneously.

75  
76 *Ms. McLaughlin moved to postpone review of the Director's job description and yearly*  
77 *performance form to a future Board meeting. Ms. Palmieri seconded the motion. A roll*  
78 *call vote was taken. The motion carried unanimously.*

79  
80 *Ms. Hendricks moved to discuss the Director's job description and the new model for*  
81 *evaluation at the July 23<sup>rd</sup> Board meeting. Ms. Palmieri seconded the motion.*

82  
83 *Discussion:* After discussion, the Board agreed to discuss these documents on July 23<sup>rd</sup>,  
84 when Director Matlin is present, and vote at the August 6<sup>th</sup> meeting.

85  
86 *A roll call vote was taken. The motion carried unanimously.*

87  
88 **4. Update Personnel Policy**

89 Director Matlin noted this policy was approved at the April 2<sup>nd</sup> Board meeting and asked  
90 why it is on the Agenda. Ms. Fitzgerald said the policy needs to reflect the changes in the  
91 performance evaluation regarding compensation. Ms. Ryan shared information from the

NHTLA meeting about items that need to be in a personnel policy. Ms. McLaughlin noted the need to spell out the responsibilities of the Town and of the Board.

*Ms. McLaughlin moved to postpone updating the personnel policy to a future meeting, after formalizing a MOU with the Town and formalizing the review process with the Director and possibly other employees. Ms. Ryan seconded the motion.*

*Discussion:* Ms. Fitzgerald will draft a performance evaluation for all employees. Ms. Plante reminded the Board they were going to discuss increasing the educational incentive after the insurance increase. Ms. Palmieri asked for more information to be shared before meetings about why items are on the Agenda to improve preparation.

*No vote was taken.*

*Ms. Ryan moved that suggestions for revisions to the personnel policy be sent to Ms. Fitzgerald by June 25<sup>th</sup>. The motion was not seconded.*

*Discussion:* The Board discussed whether Trustees contributing to the same Google document independently would qualify as an official meeting. Town Manager Mulholland verified this would be considered a serial email and illegal per RSA 91-A. They agreed to send their comments to Director Matlin before July 11<sup>th</sup>, for discussion at the August 6<sup>th</sup> meeting.

*Ms. Ryan amended her motion from revisions being sent to Ms. Fitzgerald to revisions being sent to the designated person by June 25<sup>th</sup>. Ms. Fitzgerald seconded the motion.*

*The Board voted on Ms. McLaughlin's motion to postpone updating the personnel policy, adding that it would be on the August 6<sup>th</sup> agenda. Ms. Fitzgerald seconded although a second was already in place. A roll call vote was taken. The motion carried unanimously.*

*Discussion on Ms. Ryan's motion:* The Board discussed whether a subcommittee is needed to work on the personnel policy. No decision was made.

*A roll call vote was taken. The motion carried 4-3-0, with Ms. Palmieri, Ms. Hendricks, and Ms. Marrocco voting in opposition.*

##### **5. Quote for Emergency Lights (Johnson Controls)**

Director Matlin explained emergency lights need to be replaced/repaired at a cost of \$1,068.68.

*Ms. Ryan moved to approve the quote from Johnson Controls. The motion was seconded. A roll call vote was taken. The motion carried unanimously.*

##### **6. Review Timeline of Vendor Contracts**

Director Matlin is compiling a spreadsheet of contracts and their renewal dates. The Board discussed when review of contracts should begin and agreed it should start with the new fiscal year. After discussion, Ms. Plante clarified that the Board expects contracts for July, August, and September to be emailed to them for review as soon as possible.

The Board agreed to attach the contracts to the Agenda, but questioned whether this would be legal. Town Manager Mulholland explained the process for soliciting bids for new contracts, noting that he is unfamiliar with the Library's purchasing policy. Director Matlin noted the volume of paper required to print each contract included on the Agenda. Ms. Plante asked the Board for permission to bring another Staff member to help her at the July 9<sup>th</sup> meeting, as Director Matlin will be on vacation. The Board agreed.

#### **7. Response to Question About Bank Accounts in Public Comment**

Ms. Ryan suggested discussing the question raised during Public Comment regarding the bank accounts. Ms. Hendricks said it must be on the Agenda to be discussed.

Ms. McLaughlin offered to respond to the question during the Treasurer's Report, noting that a review of finances is still needed, as it was not completed at an earlier meeting.

Ms. McLaughlin verified she has been writing checks since April 2024 on the book and Trustee accounts; she is not listed as a signatory on the book account. Ms. Ryan felt an emergency meeting should be held to address this, as she is not comfortable with a bank that is not checking the validity of the signature on checks.

Director Matlin explained a bank representative called about Ms. McLaughlin asking about the accounts. Director Matlin said her name was added to the account to ensure access, due to the age of former Board members. She does not write or sign checks. She will submit the request to have Ms. McLaughlin, Ms. Palmieri, Ms. Thomas, and Director Matlin listed on both accounts. She clarified that the super-user is the individual who has the login information for the online account.

#### **D. Old Business**

##### **1. By Laws Review and Possible Acceptance**

Ms. Hendricks thanked Ms. Fitzgerald for her work on the by-laws.

*Ms. Hendricks moved to accept the Londonderry Leach Library Board of Trustees By-Laws as presented at this meeting. Ms. Palmieri seconded the motion.*

*Discussion:* Board members suggested changes. Chair Thomas suggested approving the by-laws at this meeting, and making changes later. Ms. Fitzgerald will send the document to Ms. LaPlante to be posted on the Trustee's page.

*A roll call vote was taken. The motion carried unanimously.*

##### **2. Approval of Meeting Minutes May 7, 2025**

*Ms. Hendricks moved to approve the minutes of May 7, 2025, as presented. Ms. Marrocco seconded the motion.*

*Discussion:* Line 176, change Hendrickson to Hendricks. Line 50, change Oscar Bart to Paul (sp?). Line 119, the resident was Azra Palo. Line 301, change Barut to Barud. Lines 81-87, more content is needed regarding Mr. Douglas' comment. Line 294, the resident was Erica Laue. Line 89, change Desrosiers to Desrochers

Ms. Palmieri suggested that since there is a video of the meeting, the minutes do not need to be as detailed. Town Manager Mulholland explained the requirements of minutes, advising that summaries of discussions are sufficient and urging consistency.

The Board agreed they will not be able to approve these minutes until changes are made.

*Ms. Hendricks rescinded her motion.*

**3. Approval of Non-Public Meeting Minutes May 7, 2025**

This item will be discussed in a non-public session at the July meeting.

**4. Approval of Meeting Minutes May 20, 2025**

Line 102, the last name is Villeneuve. Line 206, the correct spelling is Azra Palo. Ms. Ryan said she abstained from the first vote, as she did not arrive until after the vote was taken.

*A motion was made and seconded to approve the minutes of May 20, 2025, as amended. A roll call vote was taken. The motion carried unanimously.*

**5. Past Trustee Gift Idea**

Director Matlin reported the materials have been purchased and are being added to the collection.

**6. Cloud Library Dues**

Director Matlin described the Cloud Library service; the dues are viewed as a donation. She asked that the donation be made from the Trustees account; in the future, it would be included in the budget.

*Ms. McLaughlin moved that the Board donate \$1,000 from the budget. Ms. Fitzgerald seconded the motion.*

*Discussion:* Ms. Marrocco asked how the funds in the Trustees account are being used. The Board discussed the source of the funds and how they are spent.

*A roll call vote was taken. The motion carried unanimously.*

**7. Annual NHLTA Awards**

Director Matlin asked the Board to consider nominating Leach Library for Library of the Year.

*Ms. Marrocco moved to accept Director Matlin's request for the Trustees to submit Leach Library for the NHTLA Library of the Year award. Ms. Thomas seconded the motion. A roll call vote was taken. The motion carried unanimously.*

#### **8. Review of Children's Librarian Job Description & Posting**

The Board reviewed the Children's Librarian job description, discussing the duties and qualifications. They agreed to add an equal opportunity statement to the posting. The hope is to post the position in July and hire in September. They discussed whether a MLS should be required and the cost of doing so.

Megan Donovan and Jennifer Frenkiewicz spoke to the requirements of the position and the importance of having an MLS.

*Ms. Palmieri moved to accept both the job description and the posting as written. Ms. Marrocco seconded the motion. A roll call vote was taken. The motion failed 3-4-0, with Ms. McLaughlin, Ms. Thomas, Ms. Ryan, and Ms. Fitzgerald voting in opposition.*

*Ms. Ryan moved to accept the job posting with suggested changes that the equal opportunity statement is included. The motion was not completed.*

Director Matlin expressed concern that the Board is changing the job description for a position they do not supervise or have any experience with. After an extended discussion, the Board agreed to change "MLS required" to "MLS preferred."

*Ms. Palmieri moved to change the word "required" to "preferred" and to add an equal opportunity clause in line with the Town's in their other documentation. Ms. McLaughlin seconded the motion. A roll call vote was taken. The motion carried 6-0-1, with Ms. Marrocco voting in opposition.*

Ms. Hendricks left the meeting.

#### **E. Other Business**

##### **1. Treasurer's Report (January – March 2025)**

Ms. McLaughlin asked that the name of this report be changed, and that any report referred to as a Treasurer's Report is created and/or signed by the treasurer.

*Ms. McLaughlin moved to accept the third-quarter report. Ms. Palmieri seconded the motion.*

**Discussion:** Ms. Ryan asked if Ms. McLaughlin verified the report. Ms. McLaughlin said she had not, but it has not been an issue in the past. The Board discussed whether they could approve the report without it being verified.

*A roll call vote was taken. The motion carried 4-2-0, with Ms. Ryan and Ms. Fitzgerald voting in opposition.*

Ms. McLaughlin suggested changing to St. Mary's Bank, in light of recent concerns about Citizens Bank. Ms. Palmieri recommended Director Matlin follow through on changing the signatories on the accounts, noting that more research be done regarding changing banks. The Board discussed the need to have more than one person as a signatory to avoid checks not being signed in a timely manner, and the need for two signatures on checks.

They discussed Ms. McLaughlin being able to access the accounts online. Director Matlin recommended the Board write a policy and procedure before an online account is created.

The Board agreed Director Matlin should submit the form to Citizens Bank to change the names on the accounts.

Ms. McLaughlin requested an item be added to the Agenda for the July 9<sup>th</sup> meeting for the Board to discuss financial issues.

Ms. Palmieri left the meeting.

## **2. Director's Report**

Director Matlin noted her report was included in the Board packets. They are tracking House Bills that could affect library policies and procedures.

## **3. Assistant Director's Report**

The Assistant Director's Report was deferred to the next meeting.

## **4. Department Head Reports**

The Department Head Reports were deferred to the next meeting.

## **F. Public Comment**

A resident said she voted for the Children's Librarian position, expecting they would have a master's degree. She supports the Director posting the position as she thinks it needs to be written, and expects the Board to approve that. She recommended the Board spend time in the library to understand the needs of the position. She believes the Board is adding work to the Library Staff, and expects the Board to extend them grace to accomplish it.

Azar Palo, 17 Bancroft Road, is glad the meeting was recorded, so the public can see the behavior of certain Board members and how disorganized the Board is. It is embarrassing. She concurred that a master's degree is needed to be a children's librarian. She noted that Ms. Frenkiewich needs help and that as a taxpayer, she voted for the position with an MLS degree.

**Richard Bielinski, 89 Hall Road**, said the warrant article was for a part-time Children's Librarian. The average voter does not know the salary offered is based on an MLS. The Board needs to get their financial house in shape and offered to help.

**G. Adjournment**

*Ms. McLaughlin moved to adjourn the meeting. Ms. Ryan seconded the motion. The motion carried unanimously.*

The meeting was adjourned at 10:31 p.m.

Respectfully submitted,  
Beth Hangeli, Recording Secretary

Londonderry Leach Library  
Board of Trustees Meeting

Leach Library Meeting Room  
June 14, 2025, 10 am  
Draft Minutes

Trustees present: Chair Liz Thomas; Vice Chair Helen Palmieri, Treasurer Jan McLaughlin, Secretary Beth Marrocco, Trustees Christine Fitzgerald, Moira Ryan, and Nancy Hendricks

Trustees absent: none

Library Staff present: Director Erin Matlin

Call to Order @ 10:00 am by Chair Thomas.

Pledge of Allegiance led by a member of the audience

Public Comment:

Richard Bielinski- 89 Hall Rd: made commentary regarding the Board's decision to call this meeting session and questioned the specifics of the posting for a part-time Children's Librarian.

Coleen Magdziarz- speaking as a staff member of Leach Library, reflected upon the actions of the Board and its impact on the duties and responsibilities of employees of the library. She shared concern that financials were lacking timely review by the Board's Treasurer as well as the issue of several voided checks and a check that the Treasurer made out to herself in the amount \$19.23 (check has not yet been cashed; not yet voided). Because the fiscal year is ending, all checks must be accounted for before the close of the 2024-2025 budget.

Chair ended speaker's comments approximately 4 min 40 seconds into the 5 min allotted minutes for each public commenter.

Chair reprimanded library staff for bringing this topic to public comment.

A member of the public responded with "Point of Order" because the Chair had stated minutes before that there would be no Board response to Public Comment statements.

The Chair did not recognize the Point of Order and called for the silence of Deb Derocher. The member of the public was ordered to leave several times. Chair requested police presence at 10:15. Meeting continued with public speaker, Kim Bears.

\*A recess was called at 10:24 while Chair Thomas conferred with police. Police did not confront the member of the audience and promptly left. Meeting resumed again at 10:25.

Kim Bears - 19 Adams Rd: a professional Children's Librarian and recent member and chair of the Londonderry Board of Library Trustees. She shared her dismay that the current Board has modified the job posting for the part-time children's librarian to remove the requirement that applicants hold an MLS degree. She voiced her frustration that the library she has supported since its beginning does not appreciate the professionalism and dedication that Director Matlin brings to Leach.

Alicia Frank- 96 Fieldstone: read aloud from the remainder of librarian Colleen Magdziarz's written statement to the Board. From it, she read that the Board should rectify the check register of the Trustee account as it is not recorded or managed by any of the library staff and is the responsibility of the Board's Treasurer. Because the year-end accounts take between one and two months to complete, she urges the Board to carefully review these figures before the end of the month and before any other dramatic changes are made regarding library finances.

Sherry Farrell- 4 Handcock Dr: As Londonderry's Town Clerk, she identified that the library is the heart of the community because it provides services for residents through all ages and stages of life. She spoke highly of the library staff and the work that they provide the community.

#### Old Business

~Bank Accounts: Treasurer McLaughlin noted a few variables about two local banking institutions. Nancy stated that the community needs ample prior notice regarding any prospective changes in banking agreements. The Board will review this topic in greater detail once there is a presentation of the specifics of each of the contracts, from at least three potential banks, that are under consideration for the transfer of Trustee accounts.

Director Matlin asked the Board to consider the timeline for such a transition and asked that the final transfer wait until the reconciliation process has been finalized including that all vendors have been paid, auditor reports are complete, and the financial components of the current fiscal year have closed.

Moir Ryan motioned to immediately begin the transition of book and Trustee accounts to St. Mary's Credit Union. Motion seconded by Christine Fitzgerald.

Treasurer McLaughlin proposed an amendment to the motion. She motioned that the monies would be moved during the next meeting. Motion was seconded by Christine Fitzgerald.

Vote carried. Roll Call: NO votes from Beth Marrocco, Nancy Hendricks, and Helen Palmieri. YES votes from Chair Thomas, Treasurer McLaughlin, Moira Ryan, Christine Fitzgerald.

John Farrell suggested that the Board may want to consult the town's Financial Manager regarding the process of moving accounts.

Director Erin Matlin asked the Board to create an advance plan to consider the logistics of who is moving and tracking the money involved in the transfer, how this process will impact the acquisition of items at the library, how vendors will be paid during this time, etc. She recommends that Treasurer McLaughlin and librarian Colleen Magdziarz meet to review how this process will roll out and address the needs of Leach.

~Tracking Expenses: Treasurer McLaughlin spoke to the discrepancy of the irregularities in the check register of the Trustees account.

Members of the Board urged the Treasurer to ensure that any proposition to enact changes or updates to the policy involved in tracking donations should be clearly identified on the agenda so that all Board members and the public can prepare for this discussion in advance.

Treasurer McLaughlin said that the RSA regarding raffles should be examined (RSA 202-E).

Chair Thomas tells Director Matlin to cancel programs if donations can not be tracked according to McLaughlin's specification. Chair requests the Board to create a sub-committee to re-examine the process of receiving donations .

Moir Ryan suggests that all assets of the public library, including every pen and pencil, must be tracked when acquired and when each and every item is discarded.

Vice Chair Helen Palmieri asked Chair to reach out to the same person (Annie Nichols) with whom Director Matlin has previously spoken to at the Attorney General's office, to get confirmation that the current methods of tracking donations meet legal standards.

~Round Up of Library Expenses for FY ending in 6/30/25:

Treasurer McLaughlin requested the library provide her with a concentrated breakdown of the programs with precise expenses for all materials, staffing, fees, etc.

~Funding Issues for staffing: Treasurer McLaughlin wants to have advance notice of staff pay rate increases. Director Matlin reminds the Board that the budget changes of the upcoming fiscal year have already been previously agreed upon and are documented within the future annual expenses.

## New Business

~Memorandum of Agreement with Town (MOA)

- Expense printout for monthly approval: Treasurer was unaware that the financials she requested are regularly provided to her within reports provided by the library .
- tracking program costs: Treasure wants to know the cost of staffing to set up/break down and provide each program and include the costs of all materials and fees.

- policy for staff about money and transparency: Treasurer was unaware that these policies are already available within each Trustee's binder.
- policy for donations and reduction of materials: Treasurer was unaware that these policies are already available within each Trustee's binder.

The Town Manager is looking into the existing MOA. The Board will review this document and make suggestions for changes within a future meeting. The Town Council will need to approve the document before it goes back to the Town Manager.

Treasurer McLaughlin began a discussion around use of a town van to use for potential home delivery service of library materials. Director Matlin asked the Board to bring her into future conversations that will impact staffing needs and schedules to see if it is feasible to offer this service.

~Develop policy for Finance: Treasurer presented the current form used by the town that applies to library employee reimbursement requests.

~Begin discussion about FY 27 budget: Discussion around the future renaming of line items to better portray expenses. Moira Ryan asked to have the Town Financial Manager attend a future meeting to speak to future expenses.

Nancy Hendricks asks that Board members come prepared with specific RSAs if they plan on referencing them. She also voiced her concern that even with an increased number of trustee meetings in longer durations, the library has not been provided the opportunity to speak to the work they do and the programs they offer.

~NH RSA requirements of contract issues: Because the policy around employee contracts came into existence after Erin Matlin's date of hire in 2022, this topic is a non-issue and would not apply to the circumstances of Erin's employment. RSA 202-A:15, RSA 202-A:11 IV.

Other  
n/a

#### Public Comment

Tara Myles- 11 Lancaster Dr: Shared that she was appalled by the behavior of members of the Board. She is angry that some members of the Board speak poorly to others during the meetings and cause meetings to run late due to belaboring statements that have been previously made, unpreparedness, and talking over other elected voices of the Board. She also took issue with the manner in which the Director is addressed by some members of the Board and the dated business practices of the Treasurer.

Erica Laue- 18 Lancaster Dr: Feels that the community is unable to hear about the activities of the library because the Board is micromanaging the duties of the library staff. She stated that

she is frustrated with the number of times members of the Board have been unprepared to do the work of the Trustees thereby delaying the progress of these meetings. She states that it is disappointing that the Board has not followed laws surrounding the writing of checks for Trustee accounts to members of the Board and for holding a meeting outside of the public's purview. She also says that the Trustees will be responsible for the loss of any library employees who may decide to leave Leach due to mismanagement from the Board.

Patrick El-Azem- 22 Summer Drive: Speaking as a member of the Budget Committee, suggested that the Board not make the transition to a new banking institution until the year-end accounts are finalized. He also identified that only the total number of books donated is required by law.

John Farrell- Hancock Drive: Recommends that the Board consider the financial cost and labor-intense impact of collective bargaining should the library employees decide to unionize. He also noted that the voters chose to invest in Leach library and to fund the position of a part-time Children's Librarian,

Rebecca Berezin-220 Windingpond Rd: Spoke as a librarian of Leach Library and promoted the efforts of the library staff as they enter the summer months and all the programming that is offered.

Chair Thomas motioned to adjourn the meeting. Seconded by Helen.  
Meeting adjourned at 12:36.

1 Londonderry Leach Library

2 July 9, 2025 Board of Trustees DRAFT Meeting Minutes

3  
4 Meeting started at 7:00 PM

5  
6 Trustees in attendance: Christine Fitzgerald, Moria Ryan, Jan McLaughlin, Liz Thomas,  
7 Helen Palmieri, Nancy Hendrick, Beth Marrocco

8  
9 **Filling a vacant position on a Library Board**

10 Chair Thomas noted that Trustee Marrocco has resigned as Secretary. Trustee McLaughlin  
11 noted the need to add more money since the last amount has run out.

12 Trustee Marrocco agreed to continue to be Secretary. Trustee Fitzgerald offered to do the  
13 meeting minutes for the 7/9/25 meeting.

14 Chair Thomas made a motion to nominate Trustee Marrocco as Secretary. Trustee  
15 Hendricks seconded. Chair Thomas clarified that Trustee Marrocco would be the Board  
16 Secretary and we would hire someone to transcribe the meeting minutes, Board Secretary  
17 would make sure the minutes would be submitted on time. Motion carried unanimously.

18 **Changing Banks**

19 Treasurer McLaughlin made a motion to move the Trustee and Book accounts from  
20 Citizen's Bank to St. Mary's Bank to take place within the next 2 weeks. Seconded by  
21 Trustee Ryan.

22 Discussion regarding moving Trustees' bank account due to concerns with current bank.  
23 There was discussion of security measures, two-part authentication for online  
24 transactions, banking processes, check validity, and fraud protection, process for stop  
25 payment on a check.

26 Treasurer McLaughlin discusses separate account for Library fines.

27 Assistant Director Plante expresses concern about delay in ordering materials due to  
28 migration process, suggests going back to ordering through Town for faster access to funds.  
29 Treasurer McLaughlin stated as soon as the money is moved, funds can be drawn on the  
30 account. Treasurer McLaughlin noted that we have 30 days to pay a bill.

31 Vice Chair Palmieri made an amendment to the motion, to move the accounts to St.  
32 Mary's, but keeping the two accounts, without adding a third account without further  
33 discussion. Trustee Hendricks seconded. Clarification of \$5.00 membership fee to come  
34 from Trustee's account.

35 Assistant Director Plants asked if Director Matlin will stay on the account as an  
36 administrator. Chair Thomas and Treasurer McLaughlin said no, it is inappropriate for  
37 Library employees to be signatories on the account. Discussion was held regarding being a  
38 signatory.

39 Voted on motion as amended, moving Trustee and Book accounts from Citizens to St.  
40 Mary's, with \$5.00 membership fee coming from the Trustees account. Motion carried  
41 unanimously.

42 Point of order from Resident David Gintz, according to the bylaws, public comments  
43 should take place before New Business. Treasurer McLaughlin referenced Article 3, Section  
44 1.2, where it lists sample agenda. Sequence shown as far as circumstances will permit, the  
45 Chair controls the agenda, Chair can change the agenda based on the number of items to  
46 accomplish.

47 Trustee Hendricks makes motion to have public comment. Secretary Marrocco seconded.  
48 Morocco: yes, Hendricks: yes, Palmieri: yes, Thomas: no, McLaughlin: no, Ryan, no,  
49 Fitzgerald, no.

50 **Renting Post Office Box for Trustees**

51 Proposed financials to be sent directly to PO Box. Trustee McLaughlin noted that people  
52 will have a direct way to contact the Trustees without having the mail go directly to the  
53 Library.

54 Trustee Hendricks questions cost and purpose.

55 Employee Donovan proposes using Town Hall's locked mail room for free post office box.

56 Assistant Director Plant expresses confusion about bank statements and responsibility for  
57 writing Treasurer's Report. Clarification was made that the Trustees will get the statements  
58 first and then give them to the Library. Treasurer McLaughlin stated PO Box is not only  
59 Library financials but for communication with Trustees.

60 Vice Chair Palmieri made a motion to reach out to 5 other libraries, to find out how they  
61 handle their financial statements, if they go direct from the bank to Library, or to a separate  
62 PO Box. Trustee Hendricks seconded the motion. Vice Chair Palmieri stated she will have  
63 the information prior to next meeting. Treasurer McLaughlin will reach out to the Town

64 regarding use of their box at the Town Hall. Marrocco: yes, Hendricks: yes, Palmieri: yes,  
65 Thomas: no, McLaughlin: yes, Ryan: yes, Fitzgerald: yes.

66 Treasurer McLaughlin stated that if the Town does have a box at the Town for the Trustees to  
67 use, that would be added to the MOA.

68 Trustee Ryan made a motion if a box at Town Hall is available for the Trustees that we do so,  
69 just for general correspondence at this time. Treasure McLaughlin seconded. Motion  
70 carried unanimously.

71 **Bylaw updates**

72 Chair Thomas discussed the need to set up a process with legal counsel. Town Manager  
73 stated it should be in Trustee bylaws, who would talk to attorney and how Trustees should  
74 proceed. Town Manager wrote out the process for all departments to use the same  
75 process.

76 Treasurer McLaughlin made a motion to table the bylaws discussion the next meeting.  
77 Trustee Hendricks seconded.

78 Chair Thomas stated that all by law changes get submitted 10 days in advance of the next  
79 meting, vote can be done at next meeting.

80 McLaughlin withdrew her motion.

81 **Personnel policy**

82 Vice Chair Palmieri noted same potential issue as the bylaws. Trustee Ryan noted that she  
83 emailed the information to everyone including Director Matlin. Trustee Ryan clarified she  
84 summarized points, and put the additions into whole paragraphs. Trustee Hendricks and  
85 Treasurer McLaughlin sent in information as well.

86 Treasurer McLaughlin motioned to move personnel policy to the next meeting. Trustee  
87 Hendricks seconded.

88 Assistant Director Plante requested that staff have a chance to review amendments prior  
89 to the next meeting. Vice Chair Palmieri suggested we bring drafts to the next meeting, and  
90 post one for voting at the next meeting.

91 Vice Chair Palmieri suggested getting everything back to one person to gather all changes.  
92 Chair Thomas stated for all to get all suggestions to Director Matlin before the next  
93 meeting.

94 Treasurer McLaughlin amends her motion, to move personnel policy to next month and  
95 that in the interim, all comments be sent to Director Matlin. Director Matlin can decide who

96 on the Library side will combine them into one document. Vice Chair Palmieri seconded  
97 the motion. Deadline was agreed for Friday July 18. Morocco: yes, Hendricks: yes, Palmieri:  
98 yes, Thomas: yes, McLaughlin: yes, Ryan, no, Fitzgerald, yes.

99 **Board Attorney Policy**

100 Chair Thomas explained that the Town Manager assigned an attorney to the Trustees. Town  
101 Manager was specific about including the information received in the bylaws. Will vote on it  
102 at the next meeting.

103 Trustee Ryan questioned if the attorney looked at the statement from the Town Manager  
104 regarding the attorney. Believes there is a conflict of interest with dealing with 2 different  
105 parties.

106 Resident, John Farrell, read part of the Town Charter.

107 Treasurer McLaughlin noted Board members can use New Hampshire Municipal  
108 Association for legal inquiries to help mitigate costs.

109 Treasurer McLaughlin made a motion to treat attorney contact as a procedure for  
110 contacting attorney, seconded by Hendricks. Morocco: yes, Hendricks: yes, Palmieri: yes,  
111 Thomas: yes, McLaughlin: yes, Ryan, no, Fitzgerald, yes.

112 Assistant director Plant asked permission to post the email from Town Manager regarding  
113 the Attorney online. Discussion noted it is a public document and gave permission to post.

114 **Boiler Quote**

115 Trustee Ryan made a motion to accept the quote from ENE Systems. Trustee Hendricks  
116 seconded the motion. Motion carried unanimously.

117 **Library Programming Budget Review/Budget Allocation for Fall Programming**

118 Assistant Director Plante asked Trustees to provide amount to spend for Fall programming.

119 Last year, just over \$6400 was spent from Management Services line of the budget. Covers  
120 September through December. Friends of Leach Library helped sponsor and donations  
121 were received.

122 Vice Chair Palmieri made a motion to spend \$6,500 for Fall 2025 programming, referencing  
123 a \$6,400 budget from the previous year. Motion seconded by Trustee Hendricks. Motion  
124 carried unanimously.

125 **Donation Policy**

126 Treasurer McLaughlin proposed a form to track program-specific expenses and staff time,  
127 while Assistant Director Plante suggested using existing data.

128 Assistant Director Plant stated employees are not able to provide exact amount of time  
129 worked on programs. Chair Thomas clarified it is an estimate of how much time for  
130 preparation, and time spent for a presentation. More detailed information is requested to  
131 get a clear image of where the money is needed.

132 Treasurer McLaughlin stated the need is to justify more staffing to then provide more  
133 programming.

134 Vice Chair Palmieri made a motion to allow staff to continue doing what they have been  
135 doing, and provide the information they already provide us, and Trustees work with them  
136 within the parameters of what they already do to get the information we need at future  
137 meetings. Trustee Hendricks seconded.

138 Chair Thomas clarified that the information provided for the Summer programming was a  
139 one time instance, and its needed for each time.

140 Vice Chair Palmieri amended the motion for the staff to look at the proposed sheet and  
141 take what they have already have and however it is easiest for them to get us that  
142 information at a future time about Fall programming, and will talk about moving forward for  
143 other seasons.

144 Chair Thomas noted we don't need a motion, asked for everyone to work together.

145 Helen withdrew her motion and her amendment.

146 **Donation Procedure**

147 Treasurer McLaughlin discussed the need for a clear donation procedure to track individual  
148 gift donors. Data will back up information that goes to the Attorney General's office. Details  
149 are needed for auditing purposes.

150 Chair Thomas requested Library staff to look at the proposed form and determine how they  
151 can provide the requested information in the easiest way. Requested timeframe is by next  
152 meeting.

153 Employee Donovan suggested creating a subcommittee or meeting with Trustees and  
154 employees to address new requests. Treasurer McLaughlin has tried to get information  
155 since February and it has not happened despite providing a copy of a possible  
156 spreadsheet. Great to sit down with staff. The longer it takes to do this, it is harder to  
157 reconstruct.

158 Assistant Director Plante suggested meeting on July 23. Vice Chair Palmieri to set up  
159 subcommittee with Board and Library staff to prepare the information and be available for  
160 the next meeting. Vice Chair Palmieri will work with Treasurer McLaughlin on what is  
161 needed. Treasurer McLaughlin not available for July 23. Group agreed to find a new date  
162 and time.

163 **Directors Job Description and Evaluation Sheet**

164 Moved to August meeting.

165 **Non-Public Session and Evaluation Processes**

166 Trustee Ryan stated this is the first time the Trustees have been asked to have a public  
167 hearing of an employee review. Trustee Ryan spoke to an Attorney at NHMA and stated the  
168 only thing an employee has a right to a public hearing for is for disciplinary or termination  
169 proceedings. The Attorney asked if the Board had any additional policies around that, the  
170 answer was no, he stated that the Trustees should default to 91A and proceed as they  
171 normally would.

172 Chair Thomas explains Trustees are required by law to review and approve employee  
173 evaluation and merit increase. In the past it was not done. Coming up with a new  
174 procedure to now review it.

175 Treasurer McLaughlin explains the need for a non-public session to discuss individual  
176 evaluations and the need to ensure they happen. A 91A session is needed if a specific  
177 employee will be discussed.

178 Secretary Marrocco noted public was confused what the Board was discussing and stated  
179 a Library employee up for a review. She was reviewed by Director Matlin.

180 Treasurer McLaughlin called Point of Information. Noted Secretary Marrocco violated the  
181 situation by using the employees name.

182 Secretary Marrocco noted the employee emailed the Board and said wished for it to be  
183 public.

184 Treasurer McLaughlin stated Trustee Ryan shared information stating that it can't be  
185 requested unless its in the bylaws and personnel policy, and it is not.

186 Resident Nick Meyer, Point of Order, member of public stated that Jan stated his name  
187 when there was discussion regarding his promotion.

188 Trustee Hendricks stated that under 91A, employees have right to a public meeting. For  
189 certain employees the meeting must be held in public if the employee affected (1) has a

190 right to a public meeting (which refers to a written rule entitling them to a public hearing of  
191 the matter and (2) request the meeting be open and in public.

192 Assistant Director Plante suggested since the Trustees now have a legal procedure with an  
193 Attorney who would be representing the Trustees should this go awry, and recommended  
194 to get in writing before proceeding.

195 Treasurer McLaughlin stated the Trustees are not doing the evaluation of the employee,  
196 that happens between the employee and their supervisor. If employee wishes to have that  
197 in public, she can choose to have that in public. This is evaluating the process and the  
198 reason for having the non public session is because of the names being used.

199 Vice Chair Palmieri respects employees wishes. Proposes to move into nonpublic and  
200 seek out direction from Trustees Attorney.

201 Assistant Director Plant noted concern if one employee is treated one way and then if  
202 Trustees learn in the future that employees can waive this and can have it in public session,  
203 if Trustees did not honor it for this employee, it will present a problem.

204 Trustee McLaughlin, Point of Order, noted the procedure was followed that the Town  
205 Manager designated by talking to NH Municipal Association. Trustee Ryan contacted them,  
206 was told the information from their Attorney, they said we did not have to have it because  
207 the employee was not being directly evaluated by the Trustees.

208 Trustee Thomas stated the Town Manager directed the Trustees to go through to this agency  
209 and go with their recommendation.

210 Trustee McLaughlin recommended putting it off for a month, employee can be paid  
211 retroactively.

212 Vice Chair Palmieri leaning towards contacting the Attorney after what Assistant Director  
213 Plante said regarding preference to one employee.

214 Trustee Thomas asked said employee if she would mind waiting and getting back pay until  
215 the Trustees could speak to the Attorney.

216 Employee responded with a request it to be in public.

217 Trustee Hendricks made a motion to hold the review at the employee's request in public on  
218 a date to be determined, or offered to do it at the present time. Trustee Hendrick's made a  
219 motion to "get this rolling tonight". Secretary Marrocco seconded.

220 Treasurer McLaughlin not comfortable taking part in the discussion.

221 Chair Thomas stated if someone is not comfortable voting on it then they should abstain or  
222 vote no. Pointed out 91A was not enforced years ago, and it did not take the importance as  
223 it does now.

224 Chair Thomas called to vote on the motion on the floor. Marrocco: yes, Hendricks: yes,  
225 Palmieri: yes, Thomas: yes, McLaughlin: no, Ryan: abstained, Fitzgerald: no. Motion  
226 carried.

227 Chair Thomas noted the quorum, and requested the rest of the Trustees should step out if  
228 they are uncomfortable.

229 Trustee Fitzgerald stated she will not be taking the meeting minutes while being out of the  
230 room. Vice Chair Palmieri stated she would take minutes.

231 Resident John Farrel stated if members are leaving they need to recuse themselves for their  
232 own protection.

233 Trustees McLaughlin, Fitzgerald and Ryan recused themselves from the discussion.

234 Minutes from this discussion are not included here, Vice Chair Palmieri will submit  
235 separately.

#### 236 **Old Business / Acceptance of unanticipated funds**

237 Assistant Director Plante stated donations totaling \$4,850 received for summer reading  
238 programs. Assistant Director Plante to send email regarding specific donation to Trustees.

239 Anonymous donation to be used specifically for summer reading program. Assistant  
240 Director Plante to forward email from Justin Campo, money will be added directly to the  
241 library's town budget instead of going through the Library Board of Trustees.

242 Secretary Marrocco made a motion to accept unanticipated funds under RSA 202-A:4-c  
243 and RSA 202-A4-d. Trustee Hendricks seconded the motion. Motion carried unanimously.

#### 244 **Using Alternates in a Board meeting due to unavailable members**

245 Chair Thomas discussed issues with having Alternates on a Board due to unavailable  
246 members. RSA allows up to 3 Alternates, with Town Council selecting Alternates.

247 Information was provided on a few other towns that use Library Trustee Alternates.

248 Suggestion was made to show Alternates in bylaws.

249 Point of order, Resident Paul Skudlarek do we know for certain if an alternate can be  
250 assigned by Town Council or an elected body.

251 Chair Thomas spoke to Town Council, researched RSA, Trustees are allowed up to 3  
252 Alternates.

253 Trustee Fitzgerald makes a motion to ask the Town Council to interview and select 3  
254 Alternates for the Board of Trustees. Trustee Ryan seconded the motion.

255 Vice Chair Palmieri offered an amendment to the motion, only to be used if we don't have a  
256 quorum. does not want an alternate sitting in her spot if she is absent. Trustee Hendricks  
257 seconds the motion.

258 Treasurer McLaughlin, notes split voting decisions when Kim Bears resigned, there was no  
259 longer an uneven number.

260 Trustee Ryan read RSA 202A:10 Board of Trustees may recommend to the appointing  
261 authority (Town Council) the names of no more than 3 persons who may serve as alternate  
262 members on the Board when elected members of the Board are unable to attend a Board  
263 meeting, the alternate members shall be elected to 1 year terms.

264 Trustee Fitzgerald re-read her original motion.

265 Vice Chair Palmieri amended her amendment: applicants to provide qualifications on whey  
266 they would be good Library Trustee and would like them to only be put into use when  
267 needed for a quorum at a meeting. Trustee Hendricks seconded the motion.

268 Trustee Ryan, reminded Vice Chair Palmieri she needed to withdraw her prior amendment.

269 Vice Chair Palmieri amended her motion Anyone interested in applying as an alternate will  
270 apply to Town Council with a letter of interest that states their qualifications for supporting  
271 the Library Trustees, to be used as an alternate only for a quorum. Trustee Hendricks  
272 seconded the motion.

273 Board can provide names of interested individuals to Town Council, but council makes final  
274 decision.

275 Helen, withdrawing original amendment: letters of interest will come to the Board of  
276 Trustees with their quals or why they are interested in being a Library Trustee and we will  
277 forward to Town Council for consideration but we will only use them if we need them for a  
278 quorum. Trustees would contact those people ahead of the meeting stating they are  
279 needed as an alternate.

280 Dan Bouchard, Town Council Liaison, in his opinion think that the Trustees would want to  
281 know what type of qualifications interested parties have. Suggested to post, find out who is  
282 interested, and the contact Library Liaison and let him know what Trustees intents are so

283 that when presented to the Town Council, he can speak to it. Town Council can go with  
284 Trustees recommendation or Town Council can go their own way.

285 Chair Thomas called to vote on the Amendment: Morocco: yes, Hendricks: yes, Palmieri:  
286 yes, Thomas: no, McLaughlin: no, Ryan: no: Fitzgerald: no.

287 Chair Thomas called the vote on Trustee Fitzgerald's original motion.

288 Morocco: no, Hendricks: no, Palmieri: no, Thomas: yes, McLaughlin: yes, Ryan: yes,  
289 Fitzgerald: yes. Motion passed.

290 Chair Thomas asked Dan Bouchard to let the Town Council know the Trustees would like to  
291 post for 3 Alternates and the Trustees would like to see the applications so that they could  
292 individually weigh in.

### 293 **Library Tech position**

294 Chair Thomas explained why the posting was removed, refer back to minutes of the  
295 meeting, Director Matlin presented the posting, did not show the rate and specifically said  
296 this position will not include benefits. Director Matlin was reminded she needed to clear  
297 the hours and rate of pay. Director Matlin posted the job with benefits.

298 Assistant Director Plante stated the pay rate is a direct reflection of the salary ranges. Does  
299 not include COLAs. Six employees are already in that role. If pay rate drops significantly,  
300 there would be a pay inequity. All rates are public information. Suggested changing the  
301 posting to require a Bachelor's degree. Or suggested change the salary range for Library  
302 assistant. No one is in that role, pay rate could be changed, would not impact staff.

303 Trustee Hendricks was in contact with NH Municipal Association, spoke with Attorney. He  
304 said no Chair has the authority to override a vote.

305 Trustee McLaughlin stated when Director Matlin specially stated in that meeting that there  
306 would be no benefits for the Library Tech position. But when it was posted, that changed.

307 Chair Thomas noted that in the bylaws that only the Board can choose to give benefits.

308 Resident, Sally Nelson, stated prorated paid time off is not considered to be benefits.

309 Trustee Fitzgerald noted the part time Tech position was posted with a High School  
310 Diploma requirement at \$24.66/hr. and the Part Time Children's Librarian with a Masters  
311 requirement was posted at \$26.89. Difference per hour between High School Diploma and  
312 Masters did not seem right.

313 Chair Thomas looked at other towns in New Hampshire and the pay rate for a Library  
314 Technician found the average was between \$13.00-\$21.00.

315 Employee Kat Smith states they get paid living wage.

316 Trustee Fitzgerald also clarified that the figures above for the part time Children's Librarian  
317 were with Erin's adjusted math to for 8 months. When you break down salary for an entire  
318 year, it should be \$20.71/hr., which is less than what the part time High School Diploma is  
319 paying.

320 Vice Chair Palmieri made a motion to accept part time Library Technician position posting  
321 as is. Trustee Hendricks seconded the motion. Marrocco: yes, Hendricks: yes, Palmieri:  
322 yes, Thomas: no, McLaughlin: abstain, Ryan: no, Fitzgerald: no.

323 Resident Tara Myles, Point of Order, requested to have public comment so that the public  
324 attendees can go home.

325 Treasurer McLaughlin clarified that was not a point of order.

326 Discussion took place on how to move forward with the positing. A request was made for  
327 the Director to come back with an updated posting for the Trustees to review. Provide a  
328 salary range to give flexibility.

329 Trustee Ryan, per personnel policy, it is contingent upon Board giving benefit and most  
330 people understand non benefits and no benefits because there is no mandate to give a part  
331 time person paid time off.

332 Assistant Director Plante questioned changes to personnel policy and posting job  
333 description.

334 Treasurer McLaughlin suggested discussion with Library staff and a couple Board  
335 members, then bring a suggestion to the Board.

336 **Children's Librarian Posting**

337 Assistant Director Plante suggested if the Trustees are going to do a subcommittee for one,  
338 to do one for the other.

339 Treasurer McLaughlin volunteered to be part of the subcommittee.

340 Trustee Fitzgerald read the original job positing with hours and benefits. Noted warrant  
341 article was approved for \$32,310 for FY25/26, and using Director Matlin's calculation of her  
342 hourly pay would be \$41,948. We can't give any more than what the Town voted. Warrant  
343 Article voted on had no benefits (insurance and retirement benefits) and the job posting  
344 has holidays, vacation and sick time.

345 Assistant Director Plant said other Town departments use this same calculation.

346 Resident John Farrell, point or order, commented on how State default laws work.  
347 Vice Chair Palmieri made a motion to accept the part time Children's Librarian posting as is  
348 to be posted asap. Trustee Hendricks seconded the motion. Marrocco: yes, Hendricks: yes,  
349 Palmieri: yes, Thomas: no, McLaughlin: no, Ryan: no, Fitzgerald: no.

350 Trustee Hendricks made a motion to move up public comment. Secretary Marrocco  
351 seconded the motion. Vice Chair Palmieri suggested doing the contract renewals first.  
352 Trustee Hendricks withdrew her motion.

353 **Contract Renewals**

354 A1 Phoenix Cleaning Services, no increase in rates. Trustee Hendricks made a motion to  
355 accept A1 Phoenix Cleaning Services contract. Trustee Ryan seconded the motion. Motion  
356 carried unanimously.

357 Assabet Interactive, provide module Library uses online to register for events and museum  
358 passes. No increase in rates. Vice Chair Palmieri made a motion to accept Assabet  
359 Interactive Services. Trustee Hendricks seconded the motion. Motion carried unanimously.

360 EBSCO consumer reports database. 3.5% increase from last year. Vice Chair Palmieri  
361 made a motion to accept EBSCO contract. Secretary Marrocco seconded the motion.  
362 Motion carried unanimously.

363 Hampshire Fire Protection conducts annual sprinkler test and backflow inspections. \$100  
364 more than last year. Secretary Marrocco made a motion to accept Hampshire Fire  
365 Protection contract. Trustee Hendricks seconded the motion. Motion carried unanimously.

366 Mutual link provides connection to panic buttons. Secretary Marrocco made a motion to  
367 accept Mutual Link contract. Vice Chair Palmieri seconded the motion. Motion carried  
368 unanimously.

369 Pine State Elevator provide elevator inspection and inspection in conjunction with the  
370 alarm company. Could not give solid increase but said it would be between 3-4%. Would be  
371 a cost increase of \$34.00-\$45.35. Vice Chair Palmieri made a motion to accept Pine Street  
372 Elevator contract. Trustee Hendricks seconded the motion. Motion carried unanimously.

373 Value Line access for patrons to do their own investment research. Library used to provide  
374 a print version but people wanted to access from home. 2.8% increase from last year. Vice  
375 Chair Palmieri made a motion to accept Value Line contract. Secretary Marrocco seconded  
376 the motion. Motion carried unanimously.

377 WTCox magazine supplier for magazine and periodicals that the Library does not order  
378 direct. Receive 8% savings off cover price. Will carry 16 less titles due to lack of use, adding

379 1 new title. Total 95 periodicals. Over \$100 less than last year. Secretary Marrocco made a  
380 motion to accept WTCox contract. Trustee Hendricks seconded the motion. Motion carried  
381 unanimously.

382 **New State Law**

383 Chair Thomas read the new State law that requires the start and end time of meetings and  
384 printed name of the recording Secretary on the minutes.

385 **Trustee workshop**

386 Workshop being offered in August, no discussion needed.

387 **Public comment**

388 • Erica Laue criticizes the Library Board for lack of collaboration and accountability.

389 • Tara Myles supports Erica's statements.

390 • Kate Burbridge compares Library budget to similar towns, Library budget, and  
391 programming.

392 • Nick Meyer: Library tech vacancy is going on 2 months, short staffed, requesting  
393 transparency.

394 • Tiffany Gagnon: contacted the reporter to attend the last meeting and wrote the article.  
395 Discussed Boards micromanagement.

396 • Amy Augostino: Claimed the Board made the meeting deliberately inaccessible as  
397 possible.

398 • Jane Cooper there is a lot of discussion, tension and friction.

399 • Gabriella Webber praises Library staff for their dedication and impact on their child's  
400 reading skills.

401 • Paul Skudlarek: wants accountability for vote on IMLS petition removal.

402 • Azra Palo states they are watching and listening.

403 • John Farrell read Library mission statement, quoted Bible.

404 • Trustee Fitzgerald referenced an email from Town Manager stating that the check Trustee  
405 McLaughlin wrote to herself, was not illegal to do, no issues with her doing that. Suggested  
406 they reach out to Town Manager to confirm.

407 • Dan Bouchard claims Trustees are putting out misinformation.

408 • Linda Lampkin expresses frustration with Library budget and decision-making process.

409 • Amanda Loungo honor what is listed in policy.

410

411 Meeting Adjourned 11:50 PM

412 Minutes taken by Trustee Christine Fitzgerald

## **Minutes for July 9, 2025**

For the discussion of an employee review, the employee requested that their review/merit discussion be held in public meeting.

Trustees Jan McLaughlin, Christine Fitzgerald, and Moira Ryan decided to recuse themselves from this portion of the meeting and left the room.

The employee's review was given by her supervisor, Assistant Director Donna Plante. The Asst Director gave many examples of the employee's work. The employee was recommended for 3.5% outstanding classification.

The motion was made by Beth Marocco to give the employee her full 3.5% merit. Seconded by Nancy Hendricks. Beth Marocco- yes, Nancy Hendricks- yes, Helen Palmieri- yes, Liz Thomas-no.

The motion carried 3-1

Respectfully submitted by Helen Palmieri, Vice Chair Library Trustees

# Londonderry Leach Library Board of Trustees

## Special Meeting

Trustee Meeting 7/19/2025     **###DRAFT###**

Present at the meeting; Nancy Hendricks, Helen Palmari, Liz Thomas, Jan McLaughlin, Moira Ryan, Christine Fitzgerald. Absent - Beth Marrocco

Recording by Richard Belinsky

Jan McLaughlin has volunteered to take the minutes.

Opening: 9:04am

Welcome by Chair Liz Thomas

Nancy Hendricks- led the pledge of allegiance.

Chair Liz Thomas Explains the Plan - three names will be proposed at the end of the meeting.

We will start with each Trustee recommending 3 names for Alternate to the BOT.

We will be following the procedure suggested by the attorney.

We will then have a motion. If it is seconded, we will go into non-public session under 91-A - deliberations

Nancy will you begin?

Nancy Hendricks:

Chris Navarro ran for Trustee

Erica Laure has been supportive of the library

Jennifer Gangnam is a librarian and should have good ideas

Helen Palmeri

Chris Navarro ran for Trustee

Steven Matheus new person who has expressed interest

Azra Palo who has come to many board meetings

Jan McLaughlin

Rich Belinsky because of his background as town treasurer has been to almost every meeting.

Jonathan Esposito has had some supportive thoughts

Maria Buraude she ran for Trustee and

Moira Ryan

Maria Buraude ran for trustee, served on several town committees

Richard Belinsky has tried to get us on board with RSAs

Jonathan Esposito has financial experience

Christine Fitzgerald

All the people I was going to name have been named.

Liz Thomas

Jonathan Esposito

Richard Belinsky

Maria Barude

Christine Fitzgerald **Makes a motion for the alternate names forwarded to the town councilors; Jonathan Esposito, Maria Beraude, and Richard Belinsky**

Motion seconded by Moira Ryan.

Jan McLaughlin **"Madam Chair , I make a motion that we go into non-public session under 91-A under "deliberations"**

Seconded by Helen Palmeri

Roll call vote:

Christine Fitzgerald "aye

Moria Ryan aye

Jan McLaughlin aye

Liz Thomas yes

Helen Palmari yes

Nancy Hendrix yes

**Vote is unanimous**

Chair Thomas " I would like to ask the public to step into the hallway while we conduct our non-public session."

The crowd left the room. 9:17 am

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+++++

Non public session for deliberations

+++++

+++++

Welcome the public back in. Please turn on the recording

Meeting resumes at 9:51am

**MOTION TO Seal the minutes from the non-public**

Made by Jan McLaughlin 🐸 Helen seconded

Role call vote

" Christine Fitzgerald Aye;

Moira Ryan Aye

Jan McLaughlin Aye  
 Liz Thomas Yes  
 Helen Palmari Yes  
 Nancy Hendricks Yes

**Vote 6-0-0**

Liz Thomas - the minutes will be sealed.

We have a motion on the floor.

Christine - I would like to change my motion:

**I propose the following candidates: Richard Belinsky, Chris Navarro, Maria Berude**

Seconded by Moira Ryan

Chair Thomas - please vote role call

Nancy Hendrix yes  
 Helen Palmari yes  
 Liz Thomas Aye  
 Jan McLaughlin Aye  
 Moira Ryan Aye  
 Christine Fitzgerald Aye

**Vote:6-0-0**

Liz Thomas "We have our slate of candidates"

Christine Fitzgerald- I would like to ask a few questions of the town manager since he is here.

Manager Mulholland - what do you expect the town council will do with this? The town council can take your recommendations or not. Perhaps they will use their normal procedure and leave a notice out and collect nominations for 2 weeks. It will **NOT** be on Monday's meeting agenda as that agenda is already set.

Christine Fitzgerald - Shaun would you please indicate there was nothing illegal about Jan writing a check for reimbursement of copy expenses. SM - while it is never a great idea to write a check to oneself, there is nothing illegal about it, I think the funds should have come from the general funds instead of the trustee funds.

Christine Fitzgerald - Town Manager Mulholland at our last meeting, at least one member of the public said they were going to collect 1800 signature to recall 4 members of the BOT. Is there a procedure like that?

Shaun Mulholland- what those folks were commenting on is based on the town charter. The Library BOT are outside the Town Charter. They can only be removed for Malfeasance.

Liz Thomas- the person that was being reviewed. Erin provided show us the review. That was the procedure raise in salary or a check. What happened was, I should never have let it be done. Moira, Jan, and Christine were against this procedure, I asked them to step out. And they did. John Farrel said they had to recuse themselves so they came back and did that.

Nancy Hendricks - **motion to adjourn the meeting**

Helen Palmeri- seconded

Unanimous Vote to adjourn.

*Meeting adjourned at 10:09 am*

The meeting being recorded

Pledge:

**August 6, 2025**

**Library Trustees Meeting Minutes**

In attendance- Liz Thomas, chair, Helen Palmieri, vice-chair, Beth Marocco, secretary, Jan McLaughlin, treasurer, Moira Ryan, trustee, Nancy Hendricks, trustee

Present by phone- Christine Fitzgerald, trustee

Administration- Erin Matlin, Director, Megan Donovan, Head of Circulation and Teen Services

Call to order- Liz Thomas, 7:01 pm

Pledge of Allegiance- Liz Thomas

Public Comment-

**1. Erica Laue, 18 Lancaster Drive**

Continued concerns about issues regarding the chair and presented an ethics complaint on behalf of several residents.

**2. Tiffany Gagnon, 17 Buckingham Drive**

Very concerned that documents that were on the agenda to be voted on were not posted in a timely manner, does not give community time to review and respond.

**3. Nick Maher, 5 Holly Lane**

Questioned when and how by-laws and personnel policy changes were discussed, and asked whether the structure that was recommended by the town manager (to avoid an illegal meeting) was followed

**4. Richard Bielinski, 89 Hall Road**

Wanted to comment and respond to things he had seen/heard on social media. He says the library tech position couldn't be posted, was illegal and needed to be pulled down due to it's listing of benefits that could only be granted by the trustees

**5. Amy Agostino, 6 Willow Lane**

Has hopes the board has done homework and is ready to do the business they were elected to do, and to make sure the postings get filled

Town Council Liaison update- Dan Bouchard gave an update on the actions taken by the Town Council to support the selection of alternates for the Library Trustees.

He presented a timeline- A posting has been created to advertise for alternates from 8/5-8/29. On 9/2- all applications will be given to Town Council and Trustees. By 9/10, Trustees should send individual feedback to Kiersten Hildebrand.

**I. Old Business:**

- a. By-Laws- The trustees went line by line with proposed changes to the by-laws. All trustees had opportunity to give feedback about possible changes. Much debate was made about whether some changes would be legal, so in the end a vote was put off until the Trustees' attorney could review the finalized changes.

**Motion to have lawyer review before board votes made by Nancy Hendricks, seconded by Beth Marocco. The vote was 5 yes (Hendricks, Palmieri, Marocco, Ryan, McLaughlin, 2 no- Thomas, Fitzgerald).**

- b. Personnel Policy- the board discussed some possible changes.

“Draft” needed to be added to this document

Decision made by chair not to vote on this document this month, this will give staff more time to review

Large discussion of concerns over what the director should/could do during an employee's 6-month probationary period. In this period, an employee can be let go with no cause and debate centered around whether the director would need the approval of the board.

**Motion made by Helen Palmieri to give the director the decision-making power during probation period- Seconded by Nancy Hendricks.**

**Vote passed 4- yes, (Palmieri, Hendricks, Marocco, McLaughlin) to 3- no, (Thomas, Ryan, Fitzgerald)**

Discussion centered around when the director needs to adjust hours/opening/closing do to different circumstances.

Other discussion of how there are no salaried employees at the library, and whether they are exempt or non-exempt and there were questions about overtime vs. administrative time. This is something we need clarified through town, and our counsel.

In the end, there was lengthier discussion about whether some or all of the personnel policy should be also be reviewed by lawyer before vote.

**Motion made by Moira Ryan to send Sections 8, 9, 10 to the lawyer for review before voting. Seconded by Helen Palmieri. Vote was 7 yes- 0 no**

- c. Review postings for open library positions- Changes needed to be made to the number of hours in the posting to coincide with the hourly rate of \$26.89.

**Part time Children's librarian- Motion by Jan McLaughlin, to change the hours in the posting from 30 hours to 22.5 hours and then to post the job. Seconded by Moira Ryan. Approved 6 yes- 1 no (Fitzgerald).**

**Senior Library Assistant-Motion made by Jan McLaughlin to accept and post a Senior Library Assistant position. Seconded by Nancy Hendricks. Vote carried, 5 yes (Hendricks, Palmieri, Thomas, Marocco, McLaughlin), 1 no (Fitzgerald), 1 abstain (Ryan)**

## II. New Business

- a. Contract presentation and approval for GMILCS- Nancy Hendricks made the motion to accept the GMILCS contract, seconded by Beth Marocco. Passed unanimously- 7-0
- b. Memorandum of Agreement- There was a brief discussion around the previously discussed MOA suggested by the Town. The MOA outlines what the town will provide for the library- insurance etc.  
**Jan McLaughlin made a motion to accept and sign the MOA, Nancy Hendricks seconded the motion. Moira suggested we meet with the Town Manager to discuss how it's going. Liz Thomas agreed and suggested that we meet quarterly. Motion passed unanimously- 7-0**

## III- Nonpublic session- in accordance with RSA 91-A:3, 11(c)

- a. Jan McLaughlin made the motion to enter nonpublic (11:01 pm), seconded by Nancy Hendricks. Vote passed unanimously- 7-0
- b. Jane McLaughlin made the motion to leave nonpublic, seconded by Beth Marocco (11:30 pm)
- c. Nancy Hendricks made the motion to seal the nonpublic minutes for three years, Seconded by Helen Palmieri, Passed unanimously 7-0

## IV- Public Comment

- a. Megan Thompson- 2 Severance Drive- Still concerned about what she is seeing at the meetings, glad to see some changes tonight and the trustees will be seeking legal advice.

- b. Stephen Mathieu- 48 Wilson Ave ?= thought tonight's meeting was better, asked about employees who've reached their highest merit level, and were there opportunities for promotion? Director Matlin replied and gave some information about tuition reimbursement, also wondered about the discussion of the town doing a market analysis of positions across town, and was hoping the trustees would work more collaboratively with library staff to solved problems
- c. Richard Bielinski- Concerned over vote by board to allow the director to dismiss an employee during a probationary period, he questioned the salary range sheet, also mentioned that the town charter doesn't govern the library/trustees at all

Vote to Adjourn- Made by Jan McLaughlin, Seconded by Nancy Hendricks, 7-0

Respectfully submitted by Helen Palmieri, Vice Chair Library Trustees



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#### EQUIPMENT MAINTENANCE AGREEMENT

MODEL NUMBER *	SERIAL NUMBER*	COVERAGE DATES*	RATE*
GBC Ultima 65 Laminator	TH2113200121	11/2/25-11/1//26	\$479.00

This agreement, payable in advance, shall be in effect for a period of twelve (12) \*months.

- Except as indicated below, parts and labor shall be provided at no additional charge during the life of this agreement.
- Parts supplied to customer pursuant to this agreement which, in MBP's opinion, require replacement will: (I) be furnished on an exchange basis; (II) be installed by MBP service personnel or its designated representative and (III) will be new or refurbished parts which are equivalent to new performance. All replaced parts become the property of MBP.
- Regular and emergency service calls will be provided during MBP's regular business hours at no additional charge.
- If any equipment covered by this agreement is regularly used by more than one shift of personnel, the maintenance charge for that equipment will be increased 100 percent for each additional shift regularly using the equipment.
- No additional charges shall be made for service or parts except as indicated below unless the cause of such repair or service is due to accident, negligence, misuse, operator error, theft, unauthorized alterations, or causes other than normal use. Unless recorded in the space provided, supplies, accessories, alterations, specification changes, and modular or special die patterns are not included in this agreement.
- All applicable federal, state and local taxes (except taxes based on income) shall be borne by the customer when and if levied on the services performed hereunder.
- This agreement is not transferable to a third party without the consent of MBP. If the covered equipment is traded in on new equipment, purchased from McIntire Business Products, Inc. any unused portion of the agreement charge may be pro-rated and applied toward the maintenance of the new equipment.
- This maintenance agreement shall constitute the entire agreement between the customer and MBP, irrespective of inconsistent or additional terms and conditions in the customer's purchase order. Spaces marked with an asterisk (\*) may be completed by the service representative; any other alteration or addition to the terms and conditions of this agreement as enumerated and printed hereon, shall not be binding on MBP unless the agreement as altered, shall have been approved by an officer of MBP.
- CUSTOMER AGREES THAT MBP SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OR ANY LOSS OF BUSINESS HOWEVER CAUSED NOT WITHSTANDING ADVICE TO MBP OF THE POSSIBILITY OF SUCH DAMAGES, INCLUDING DAMAGES RESULTING FROM THE IMPROPER FUNCTIONING OF THE COVERED EQUIPMENT. No action arising out of this agreement or services performed hereunder may be brought by either party more than (1) year after the cause of action has occurred.

Item(s) not covered under this agreement: \_\_\_\_\_

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Physical machine address: **276 Mammoth Road - Londonderry, NH**

Invoice Address:(if different than above) \_\_\_\_\_

Contact Name: **Erin Matlin**

Authorized Signature: \_\_\_\_\_

Phone: **603-432-1132**

Email: **ematlin@londonderrynh.gov**

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