

CITY OF NASHUA

Nashua Public Library Board of Trustees

Tuesday, March 3, 2026

7:00 PM

Nashua Public Library

2 Court Street

Nashua, New Hampshire 03060

LIBRARY BOARD OF TRUSTEES MEETING

AGENDA

1. Call to Order
2. Attendance
3. Public Comment
4. Bills and trust fund requests
5. Approval of minutes from previous meeting
6. Introduction of Trustee Candidate
7. Burbank Trust discussion
8. Renovation project update
9. New Business
10. Adjourn

**NASHUA PUBLIC LIBRARY
2 COURT STREET
NASHUA, NEW HAMPSHIRE 03060**

LIBRARY BOARD OF TRUSTEES MEETING

March 3, 2026
7:00 P.M.

BILL SUMMARY

To be approved:		
Regular budget:	\$26,543.28	01/30/2026 – 02/26/2026
<u>Fines account:</u>	<u>\$92.99</u>	<u>01/30/2026 – 02/26/2026</u>
Grand Total	\$26,636.27	NPL INVOICES PAID

Nashua Public Library Board of Trustees

February 3, 2026

7:00 PM

MINUTES

A meeting of the Nashua Public Library Board of Trustees was held Tuesday, February 3, 2026, scheduled at 7:00 PM at the Nashua Public Library, 2 Court Street, Nashua, NH, 03060

1. Call to Order

DRAFT

Chairman Laflamme called the meeting to order at 7:02 PM

2. Attendance

Present: Linda Laflamme, Kristin Kane, Scott Jaquith, John Kennedy, Library Director Jennifer McCormack, Assistant Library Director Jenn Hosking, Patricia Dresner joined at 7:25 PM

Two members of the public.

3. Public Comment

Beth Scaer expressed concern about a book in the children's collection.

4. Approval of bills and trust fund requests

Motion by Mr. Jaquith, seconded by Mr. Kennedy to approve the payment of the January bills from the regular budget for \$28,918.15 and the fines budget for \$138.65.

Vote: Yes 4, No 0

Motion: PASSED

Motion by Ms. Kane, seconded by Mr. Jaquith, to approve \$15,000.00 be expended from the Bloomfield trust to pay E. Linda Poras for the completed Burbank art collection appraisal.

Vote: Yes 4, No 0

Motion: PASSED

5. Approval of minutes from previous meeting

Motion by Mr. Kennedy, seconded by Mr. Jaquith, to approve the January 2026 regular meeting minutes as corrected in item 9.

Vote: Yes 4, No 0

Motion: PASSED

6. Staff Appointment

Juan Rivera, Part-time janitor. Start date 1/27/2026, starting salary \$18.3951 /hour (Grade 1, Step 4)

Motion by Ms. Kane, seconded by Mr. Jaquith, to approve the hire of Juan Rivera to the position of part-time janitor beginning January 27, 2026 with a starting salary of \$18.39/hour (grade 1, step 4).

Vote: Yes 4, No 0

Motion: PASSED

7. FY2027 Budget proposal

Motion by Mr. Jaquith, seconded by Mr. Kennedy to approve the fiscal year 2027 library budget as presented by Director McCormack pending updates to anticipated utility costs.

Vote: Yes 5, No 0

Motion: PASSED

8. Policy review and approval: Donation/gift

Motion by Mr. Kennedy, seconded by Mr. Jaquith to approve the donation/gift policy as presented with a corrected approval date of January 6, 2026.

Vote: Yes 5, No 0

Motion: PASSED

9. New Business

Director McCormack shared the Request for Current Borrowing Record of Minors (Children age 5-17) form, created to comply with NH RSA 201-D:11 as well as staff procedures to improve customer communication during the library card registration process.

Chairman Laflamme shared a candidate is interested in the open trustee position, and her plans to invite him to the next regular meeting.

Ms. Kane confirmed her interest in reappointment to another term as library trustee as her current term ends in March 2026.

Motion by Mr. Kennedy, seconded by Mr. Jaquith to approve up to \$1800 in expenses for Director McCormack to attend the annual Public Library Association conference this April in Minneapolis, MN.

Vote: Yes 5, No 0

Motion: PASSED

Ms. Kane shared an update from the City's Trustee of Trust Funds committee.

Director McCormack discussed scheduling the first joint special meeting with the Board of Library Trustees and the Committee on Infrastructure.

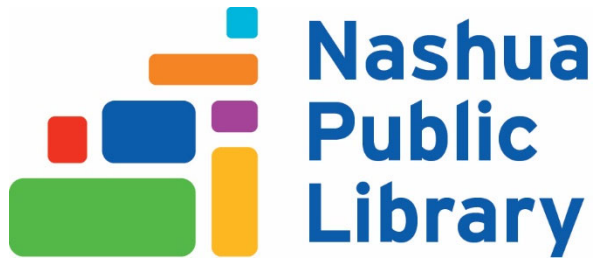
10. Adjourn

Motion by Mr. Jaquith, seconded by Ms. Kane to adjourn the meeting at 8:07 PM.

Vote: Yes 5, No 0

Motion: PASSED

Attest:



March 3, 2026
Director's Report

Department updates: see attached.

Building and Grounds:

- **Plumbing issues:** We made it through a month without any major sewer backups, but there were several instances of clogged toilets and needles discovered. On March 12 I will be participating in a discussion with other city division staff and representatives from the SSANA (Syringe Services Nashua Area) program regarding the ongoing issues with improper needle disposal and misuse of public restrooms.
- **Building renovation:** I have been meeting with other city staff to interview firms that responded to the city's RFQ for Owner's project management (OPM) services; interviews with the architects for design services are being scheduled for the week of March 16th. I will update the board on those interviews and next steps at the meeting.

Administration updates:

- **Staff changes:** Dylan Ryan has resigned from his position as part-time library assistant effective 2/28/2026. We will be hiring 2 temporary part-time library assistants to fill his shifts and some other staffing gaps while Jenn and I devise a concrete staffing strategy for the lead up to our potential move to a temporary location.

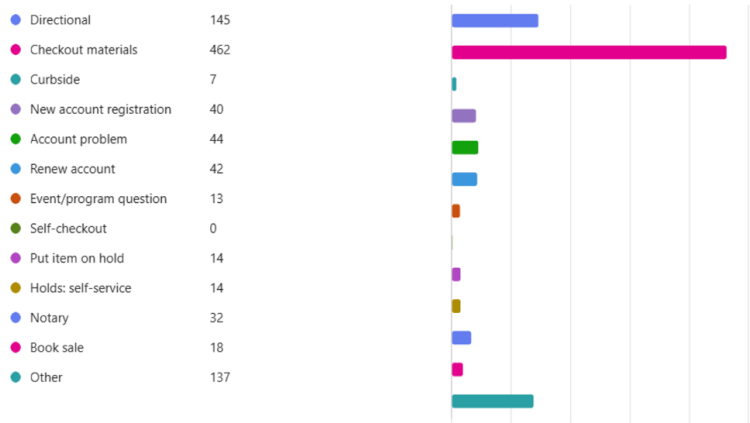
- **Friends budget and Book sale:** The Friends approved all of the staff requests for 2026, for a total of \$28,500 in support of library programs and services. Their financial support is invaluable and allows us to deliver the high-quality concerts and museum pass program that the community relies on. As you know the annual Book Sale is the source of the bulk of their annual revenue: this year the sale is scheduled for March 13-15th, please help spread the word!

February 2026

Thursday, May 08, 2025 3:58 PM

Customer Services

For statistics week, we had 968 customer interactions, broken down as follows:



Information Services

Programs/Outreach

- Summer reading program
 - 2026 Theme: Plant a Seed, Read
 - The IS supervisor has been assigned a lead role in SRP planning with the heads of Marketing and Youth Services.
 - Reference Librarian, Stephanie Burke is running point for the adult reading challenge and is also on the SRP kickoff event planning committee.
 - She has been very successful in getting in-kind donations from local businesses, including from Home Depot
- Stephanie's first meeting of her new Writing Room program was quite successful bringing in 6 participants on its launch at the beginning of Feb.

Local History

- Alex and Julie R. are in preliminary talks about launching a Family History/Genealogy club
- Julie A. is also joining the Omeka digital archives team, which will continue to increase the rate that we're able to make those historical photos accessible. So far there are 600 pictures available on Omeka.

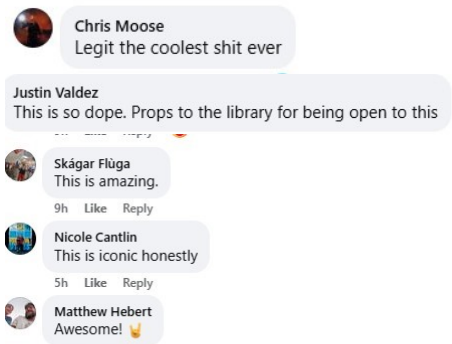
Programming and Marketing

Proctoring

Slight uptick in proctoring requests recently, with four in the past 30 days.

Overwhelmingly Positive Response to Metal Concert

- **Social Listening**
 - **Sentiment:** 100% positive – we couldn't find any negative comments online through social media or comments on news reports.
 - **Key Themes:** Shock, Gratitude, Excitement, Support



5h

Like

Reply



Nasty Promotions

That's sick 🤩

6h

Like

Reply

New Hampshire Public Radio | By Zoë Mitchell

Published January 28, 2026 at 3:55 PM EST

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LISTEN • 4:37



Clear Eye Photo / David J. Murray

Seacoast Skating with the Stars returns this Saturday at Puddle Dock Pond.

Catch a metal show at the Nashua Public Library (yes, really!), or share the songs of Grateful Dead with the next generation.

- **Media Coverage**
 - We expanded beyond our traditional outlets with mentions on a popular morning radio show: [Rock 101 \(scroll to the 40:30 mark\)](#) and two segments on WMUR. And in addition to the press release, a reporter from the InkLink and a producer from WMUR attended the event.
- **Ad Performance**
 - It's one of our better performing FB ads, with 166 post engagements in just three days, and primary reached younger men (64.5% of its reach), usually our least engaged demographic across all socials.

Using Data to Tell Our Story

We're working on a series of social media posts that will present our impact through visuals, including charts, graphs, and tables. For the first two, we requested stats on:

1. The **top 5 museum pass checkouts** – we're highlighting these because they're recognizable names, show a clear immediate value to people because of the name recognition, and are the ones that people are most likely to be inspired to use.
 - a. We're combining this with data to show its increase in use year over year, leading to an all-time high in 2025.
2. Library card users who live in Nashua – sometimes larger numbers are harder for people to quantify, and we think highlighting **the percent of Nashua residents who have a library card** is a more impactful way of illustrating how widely used we are. It's also an easier number to remember, so if someone says, "who even uses the library anymore," our supporters can say, more than half of Nashua residents have a library card.

We're waiting for more data on the stats shared document to be filled out so that we can identify other compelling statistics as stories.

New Email Templates

We're also writing and designing new email templates for all library notices, ensuring that they're cohesive, on brand, and providing the most useful and relevant information.

Summer Reading Marketing Materials

Content creation is underway for this year's program.

Summer Reading Kick-off Event

Planning for the event is also underway. The event is scheduled for Friday, June 12, from 6-8 pm.

Upcoming Adult Field Trips

Nashua Public Health & Community Services will be hosting us on Tuesday, April 7 (during National Public Health Week) for a tour and Q&A.

With the weather warming up, we have the opportunity for some more sites that we're finalizing details on.

Information Technology

Computer Usage for December

	# of sessions	Vs Month Prior	Total Duration	Average Session
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Adult	973	2%	42 days 13 hour(s)	1 hour(s)
Child	92	-10%	4 days 9 hour(s)	1 hour(s)
Teen	7	-42%	5 hour(s)	42 minute(s)
Laptops	88	46%	4 days 4 hour(s)	1 hour(s)
Teen Maker	3	-130%	1 hour(s)	20 minute(s)
Total # sessions	1163	3%		

Public Printing Stats for December

	Amount	Vs Month Prior
Color Pages	339	-6%
Greyscale Pages	3524	25%
Total Pages	3863	23%
Total Jobs	1202	22%