

CITY OF NASHUA

Nashua Public Library Board of Trustees

Tuesday, June 2, 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. Tuition reimbursement request
Kylie Hargrove requesting second reimbursement from remaining funds
7. Renovation project update
8. New Business
9. Adjourn

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

LIBRARY BOARD OF TRUSTEES MEETING

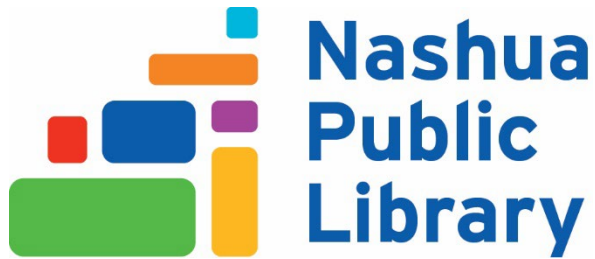
June 2, 2026
7:00 P.M.

BILL SUMMARY

To be approved:		
Regular budget:	\$24,745.12	04/29/2026 – 05/28/2026
<u>Fines account:</u>	<u>\$147.16</u>	<u>04/29/2026 – 05/28/2026</u>
Grand Total	\$24,892.28	NPL INVOICES PAID

Trust Fund Requests:

<u>Stearns Fund</u>	<u>Purpose of Trust: Reading Materials</u>
	Balance Available: \$572,914.54 (as of 04/30/2026)
	Amount requested \$72,736 See memo from Jenn Hosking



June 2, 2026

To: Board of Trustees

From: Jenn Hosking, Assistant Director

RE: Stearns Trust Request

Please find below an outline of our initial request of Stearns trust fund expenditures for June 2026 through June 2027. All of these resources provide the Nashua community access to reading material either in print or electronically.

<i>Stearns Trust Request</i>		Total \$ 72,736
High Demand Budget	18,000 Popular Books	
NH Downloadable Consortium	38,836 Overdrive eBooks and eAudiobooks	
NH Downloadable Books Advantage Content	10,000 Added copies of popular titles	
Tumblebook Library	4,700 eBooks for children	
Nashua Reads	1,200 Books	

Nashua Public Library Board of Trustees

May 5, 2026

7:00 PM

MINUTES

A meeting of the Nashua Public Library Board of Trustees was held Tuesday, May 5, 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 7:00 PM.

2. Attendance

Present: Linda Laflamme, Scott Jaquith, John Kennedy, Padmaja Kunapareddy, Ernest Jette, Patricia Dresner, Kristin Kane, Library Director Jennifer McCormack, Assistant Library Director Jenn Hosking.

Two members of the public.

3. Public Comment

None.

4. Approval of bills and trust fund requests

Motion by Ms. Kane, seconded by Mr. Jaquith, to approve payment of the April bills from the regular budget for \$20,420.03 and \$3,500.00 be expended from the Bloomfield Trust to fund the Live! at the Library summer concert series.

Vote: Yes, 7, No: 0

Motion: PASSED

5. Approval of minutes from previous meeting

Motion by Ms. Kunapareddy, seconded by Mr. Jaquith, to approve the April 2026 regular meeting minutes.

Vote: Yes, 7, No, 0

Motion: PASSED

6. Annual meeting and election of officers

In accordance with the Bylaws of the Board of Trustees, an election of officers took place. Chairman Laflamme nominated Mr. Jaquith for the position of Secretary. Ms. Kane nominated Chairman Laflamme to continue in the position of Chairman.

Motion by Mr. Kennedy, seconded by Ms. Kane, to approve the slate of candidates as presented for the 2026-2027 term.

Vote: Yes 7, No 0

Motion: PASSED

7. FY27 calendar approval

Motion by Mr. Kennedy, seconded by Ms. Kunapareddy, to approve the fiscal year 2027 library calendar as presented.

Vote: Yes 7, No 0

Motion: PASSED

8. Staff Appointment: Teen Librarian

Ratifying the appointment of Samantha Davis as Teen Librarian, start date 5/4/2026 at Grade 5, Step 1. Starting salary \$53,629.31

Motion by Ms. Kunapareddy, seconded by Ms. Kane to ratify the appointment of Samantha Davis as Teen Librarian with a start date of May 4, 2026, and starting salary \$53,629.31 (Grade 5, Step 1).

Vote: Yes 7, No 0

Motion: PASSED

9. Update on renovation project and joint special committee

Director McCormack announced Left Field was selected as the Owner's Project Manager. They are working together to identify possible temporary locations for library operations during the renovation as well as scoping space needs in a temporary location. The Board requested a downtown location or one that is on a short bus route from downtown be prioritized.

10. Resolution R-26-027: Establishing an Advisory Aldermanic Joint Committee for the upcoming library renovation and addition project

Director McCormack stated the Committee on Infrastructure voted in favor of this resolution on May 4, 2026.

Motion by Mr. Jette, seconded by Ms. Dresner to recommend the final passage of Resolution R-26-027.

Vote: Yes, 7, No 0

Motion: PASSED

11. Other business, remarks by members

Director McCormack reviewed the new format of the trust fund report provided by the City's Trust Accountant. Chairman Laflamme shared union negotiations have not yet started.

12. Adjourn

Motion by Mr. Jaquith, seconded by Ms. Kunapareddy, to adjourn the meeting at 8:13 PM.

Vote: Yes, 7, No 0

Motion: PASSED

Attest:

May 27, 2026

To: Board of Trustees

From: Jennifer McCormack, Director

RE: Temporary location requirements

This month, instead of my usual Director's report, I am submitting this summary of the work we have done regarding planning for the renovation project. Beginning this week, I will be working with the Administrative Services director to review potential available sites using this list of requirements, and there are a few points that need further discussion.

In doing this work these have been my foundational assumptions:

- Any temporary location should be located downtown, or a short bus ride away from our current location. For discussion purposes, I am focusing on the area between exits 5-7. **
- A single location is preferable: multiple "satellites" would be expensive to lease and challenging to operate. **
- The Trustees would prefer to retain all staff employed at the library at the time of our move
- Our primary goal should be to maintain the services most used by our customers
- We will be operating out of a reduced footprint due to the cost and availability of appropriate commercial space.

These are the sources of data used to draft this plan:

- Input from library staff from our January 26 all-staff meeting. On that day small teams brainstormed 2 general categories:
 - What services and collections are critical for customers that we should maintain during temporary location
 - Primary concerns for staff and/or customer spaces and services in a temporary location
- Circulation data from ILS regarding popular collections (or portions of collections).
- Conversation with Dover PL Director on their recent relocation and renovation
- Quarterly and annual statistics regarding: Customer visits, meeting room use, Program attendance, etc.

These are the public services identified as critical to continue in our temporary quarters; bolded items are related to specific space requirements.

- **Circulating collections**, as many as can be reasonably accommodated in the temp space. Once we know how much space is available for collections, we'll work on identifying what needs to be stored. Dividing collections presents a host of challenges; it is preferable to move individual collections (e.g. picture books, nonfiction, etc.) in their entirety, if possible,
- Ability to offer **meeting rooms and study rooms** for the public in some capacity.
- **Library programs, especially recurring**: consider hosting programs in community locations, integrating more zoom/virtual programs, reduced schedule likely necessary.
- **Space for computer classes and tech help (could be in program space)**
- **Storytimes** (less frequent, adapt format)
- Reading challenges for all ages (SRP, Reading dragons, 1000 books before K)
- **Printing/copying functions**
- Notary services
- **Public computing** (hybrid model for customers with no cards)
- **Individual desk/table space for studying, laptop use, reading**
- **Books by Mail: should we consider expanding this service? (dependent on what collections we bring) ****
- Toys and puzzles: passive activities in Children and Teen spaces
- **Bulletin board for required public postings** (city meetings, etc)
- **Maker equipment for all ages**: 3-D printer, Cricut, etc.

Staff requirements: the total space required is dependent on our staffing plan, including staff working at community partner locations, remote work, hours of operation.

- Workstations for 30ish people: some can be shared. Many staff have laptops and can utilize flexible spaces.
- Staff equipment: Printer, laminator, Cricut, paper cutter, etc.
- Program prep space
- Workspace for book processing: new materials, ILL, holds, books by mail
- Office supply space
- Break room area: refrigerator, microwave, coffee maker
- Security station

- Lockers or similar for staff belongings

These are the services and collections that will not be continuing in the temporary space.

This list will be expanded as needed once we identify a location:

- Artwork, including the gallery space
- Government documents, except items required to maintain depository library status
- Magazines and newspapers
- Books on CD in the Children's collection, we are studying the adult circulation data
- Stage, sound equipment and stack chairs: we will pursue using other community spaces for larger concerts and events
- Public computers will move to a mostly laptop service, with only a few desktops for people who are not eligible for library cards
- Local history and genealogy collection: we hope to digitize the most used materials
- Microfilm and microfiche
- Exam proctoring
- Print reference collection

****These are a few points that I would like to discuss further with the Board as we continue to plan for the next phase:**

- The downtown or nearby location preference since there may be more and larger available spaces in other parts of the city.
- A potential second location for staff only workspace, we could explore the capacity for this at other city owned buildings. I am picturing this space being used for processing and other projects.
- Expanding eligibility for Books by Mail while we are in a temporary location

May 2026

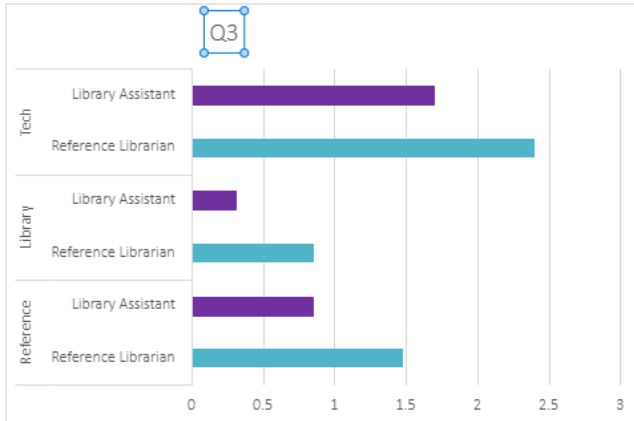
Thursday, May 08, 2025 3:58 PM

Information Services

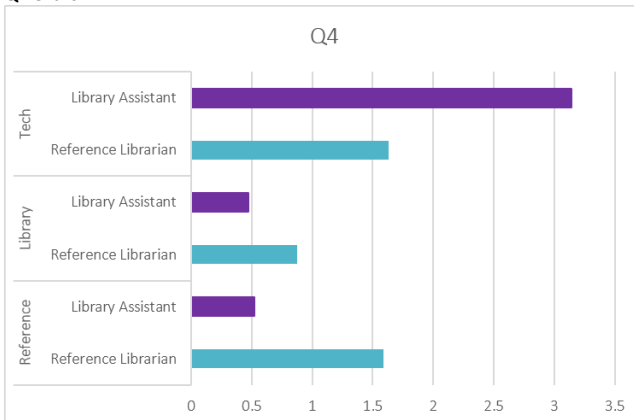
Info Desk

- Stats week showed that the balance between RL and LA workflows at the desk seem to be coming into more alignment with the intended purpose of assistants covering more of the tech related questions and librarians covering more in-depth related reference questions.

Q3 Chart



Q4 Chart



Programs/Outreach

- Makerspace Research & Preliminary Concept Development
 - AE & SB selected as co-champions of this work
 - They have already completed a site visit to Makelt Labs in Nashua and have also identified additional benchmarking sites to explore and form connections with during this R&D phase.
 - AE & SB will team with the new teen librarian, Sammy, to staff a table at the Makelt Lab fair next month.
- Summer Reading
 - SB, JAR, AB & JA staffed tables in two City Wellness Fairs as a "vendor" to talk about the library and our upcoming adult SRP offerings.
 - SB is finalizing the SRP prizes IS-led Clubs
- Mahjong Club
 - Numbers remain low, despite known demand for such a group and extensive outreach efforts so far, continuing to spread the word via word of mouth
- Writer's Room
 - Due to popular demand, SB has added a new regular session of this club meeting into the schedule. In June, the Writing Room will meet on the first and third Thurs evening of the month.
- Genealogy Club
 - JAR & AE launched this on May 5, 11 participants attended
 - After the first meeting, we continue planning and refining the club objectives and have outlined a structure that rotates with some variation. Content of these sessions will include
 - Ancestor story sharing circles
 - Brick wall research co-working sessions

- Deep dive into specific genealogical resources/tools
- Research triumph spotlight panels

Local History

- Omeka
 - After successfully completing the emergency alt text all-hands project by deadline, the Omeka ingest team has resumed our previous workflow of bulk uploading batches of 50 historical photo records and metadata.
- Digital Walking Tour Summer Volunteer Project
 - Sarah Jauris will begin a 13 week summer project as a volunteer on Tuesday, May 26.

Technology Instruction

- AI Awareness class starting on 6/4, final test class for staff will be held on May 22
- MEG had first off-site Tech Help at the Huntington, and it went incredibly well! We are excited to see how this outward-facing tech help service continues to evolve.

Programming and Marketing

Monthly Social Media Stats

Insights for April 21 – May 20

Instagram

- Views = 7.8K
- Interactions = 237
- New followers = 38

Facebook

- Views = 37K (total number of times content was played or displayed)
- Unique viewers = 8.7K
- Interactions = 387
- New followers = 31

Top Performing Posts on FB

☐	Preview	Views	Viewers	Interactions	Net follows	Impressions	Comments
☐	"Spring is the time of plans ..." Published - Apr 23 at 8:00 PM	5,894	3,840	49	1	4,493	4
☐	This month, we're providing ... Published - May 1 at 11:15 AM	4,611	2,638	25	7	2,742	2
☐	We're proud to support a cit... Published - May 4 at 4:01 PM	3,340	1,855	88	2	2,002	10
☐	The library was the place to ... Published - May 2 at 9:51 AM	2,195	1,279	24	1	1,328	1

Newsletter

Stats

- Subscribers = 7,180
- New followers past 30 days = 22

Why the Newsletter is Important

- The newsletter is a key driver for event attendance according to every registration survey we've ever done. During the strategic planning survey, when asked how people learn about services and events at the library, 76% listed the website and #2 was the newsletter, with 43%.
- It's currently the #1 way we receive the feedback from customers about our programs.
- Customers can choose to read our newsletter in over 50 languages and it's fully accessible for people with disabilities to read, making it one of our most accessible communication channels, and far more accessible than our online or print calendar for events.

To increase newsletter signups and keep it top of mind for staff, we've created a printed signup flyer to post at each service desk. We've also posted an archive of recent newsletters on the signup page on the website to make it easier for non-subscribers to still read it. --> [Nashualibrary.org/newsletter](https://nashualibrary.org/newsletter).

And we're working on a welcome email for greet new subscribers.

Nashua Reads

We're gearing up to announce this year's title at the end of June. Program planning is also underway for this fall, and includes a Passport event to the author's country of birth.

Community Collabs

- Results of the Property Tax Relief program with AARP Tax-Aide = **94 attendees**, refunds totaled over \$15,000
- We met with the Turkish Cultural Center New Hampshire about collaborating on our next Passport to the World event in August.
- The manager and staff from the LEGO store at the Pheasant Mall are now regularly joining us to help facilitate our Adult LEGO User Group.

Information Technology

- Planning Server Migration for the Public Printing software
 - Added public printers to the new server
 - Started scripts that can be pushed out via Action1 to make the migration easier for me on the client end.
- Updated our CrowdStrike deployment in Intune to be the newest version provided by the City
- Had our first Cloud Team meeting with City IT, School District IT, and Library IT where we talked about the goal for the team.
- Built out Intune to support the public computers. This will automate a lot of the setup process for the public computer. It will also allow for easier management of the computers.
- Removed Mesh (old remote management software) from all computers as we are now using ScreenConnect.
- Updated the app in Intune that pushes out desktop icons to staff and now public computers. It now authenticates using a certificate that is pushed to all computer. This update was made for security purposes.