

**CITY OF NASHUA**

# **Nashua Public Library Board of Trustees**

**Tuesday, May 6, 2025**

**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. Review of monthly bills and trust fund requests
5. Approval of minutes from previous meeting
6. Bond authorization recommendation
7. Rescheduling June meeting
8. Burbank Trust policy discussion
9. Staff Appointment  
Stephanie Burke, Reference Librarian. Starting date 5/12/25, Starting salary \$53,104.81 (Grade 5, Step 2)
10. Annual meeting and election of officers
11. Other Business
12. Adjourn

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

**LIBRARY BOARD OF TRUSTEES MEETING**

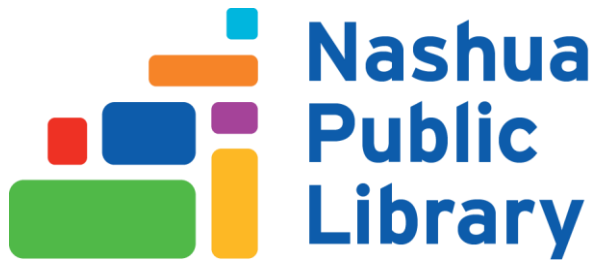
May 6, 2025  
7:00 P.M.

**BILL SUMMARY**

|                       |                    |                                |
|-----------------------|--------------------|--------------------------------|
| To be approved:       |                    |                                |
| Regular budget:       | \$46,148.48        | 03/28/2025 – 04/30/2025        |
| <u>Fines account:</u> | <u>\$0.00</u>      | <u>03/28/2025 – 04/30/2025</u> |
| <b>Grand Total</b>    | <b>\$46,148.48</b> | <b>NPL INVOICES PAID</b>       |

Trust Fund Requests:

|                                       |                                                   |
|---------------------------------------|---------------------------------------------------|
| <u><b>Miscellaneous donations</b></u> | <u>Purpose of Trust: General Library Purposes</u> |
|                                       | Balance Available: \$28,991.39 (as of 03/31/2025) |
|                                       | <b>Amount requested \$675</b>                     |



May 6, 2025

To: Library Board of Trustees  
From: Jenn Hosking, Assistant Director  
Re: Miscellaneous Donations Trust Request

Amount: \$675 Library branded t-shirts for staff

Purpose: The library would like to purchase library branded t-shirts for staff to be worn at programs, events and as general marketing in summer 2025. The shirts will include the library's logo and its tagline, "Level Up @ Your Library".

## Nashua Public Library Board of Trustees

April 1, 2025

7:00 PM

### MINUTES

A meeting of the Nashua Public Library Board of Trustees was held Tuesday, April 1, 2025, scheduled at 7:00 PM at the Nashua Public Library, 2 Court Street, Nashua, NH, 03060

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DRAFT

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1. Call to Order

Chairman Laflamme called the meeting to order at 7:00 pm.

2. Attendance

Present: Dave Pinsonneault, Kristin Kane, Scott Jaquith, Linda Laflamme, Padmaja Kunapareddy, Library Director Jen McCormack, Assistant Director Jenn Hosking

Two members of the public

3. Public Comment

None

4. Approval of bills and trust fund requests

Motion by Mr. Pinsonneault, seconded by Ms. Kane to approve payment of the March bills from the regular budget in the amount of \$29,450.

Vote: Yes 5, No 0

**Motion: PASSED**

Motion by Mr. Pinsonneault, seconded by Ms. Kane to expend \$500 from the Stearns Trust Fund to purchase playaway audiobooks and read-along wonderbooks for the youth services collections.

Vote: Yes 5, No 0

**Motion: PASSED**

5. Approval of minutes from previous meeting

Motion by Mr. Pinsonneault, seconded by Ms. Kane to approve the minutes of the March 17, 2025 regular meeting.

Vote: Yes 5, No 0

**Motion: PASSED**

6. Donation and gift policy approval

Director McCormack submitted the donation and gift policy for review as part of the biannual policy review schedule.

Motion by Mr. Pinsonneault, seconded by Mr. Jaquith to approve the donation and gift policy as presented.

Vote: Yes 5, No 0

**Motion: PASSED**

7. Downloadable book consortium presentation

Director McCormack and Assistant Director Hosking presented an overview of the New Hampshire Downloadable Book consortium structure, funding and potential local impact if federal funding is discontinued.

8. Burbank Trust discussion

The Board reviewed the history of the Burbank committee and its expenditure of Burbank trust funds. Moving forward, Board members will brainstorm goals for the Burbank Trust and send them to Director McCormack who will include them in next month's meeting packet for review and discussion.

9. Other Business

Director McCormack will travel to New Jersey Friday, April 4th, to preview a piece of play equipment for the plaza renovation.

A joint convention with the Board of Alderman will be held April 22, 2025 to reappoint Manuel Espitia to another 7-year term as trustee and to confirm John Kennedy to a 7-year term as library trustee.

Boston Advisors will attend the May meeting to provide an update on the library's investment portfolio.

Chairman Laflamme reminded members May is the Board's annual meeting and officer elections will take place.

10. Adjourn

Motion made by Mr. Pinsonneault, seconded by Ms. Kunapareddy to adjourn the meeting at 8:13 pm.

Vote: Yes 5, No 0

**Motion: PASSED**

Attest:

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# Board of Aldermen

City of Nashua  
229 Main Street  
Nashua, NH 03061-2019  
(603) 589-3030



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## MEMORANDUM

TO: Library Board of Trustees

FROM: Donna Graham, Legislative Affairs Manager

DATE: April 23, 2025

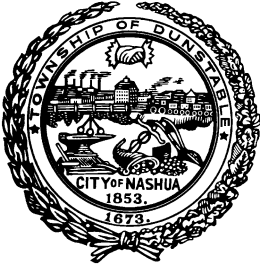
SUBJ.: Referral from Board of Aldermen – Resolution **R-25-147** Authorizing the Mayor and City Treasurer to Issue Bonds not to Exceed One Million Dollars (\$1,000,000) for Library Building Project Design

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Please be advised that the Board of Aldermen met on April 22, 2025 and referred the above-referenced Resolution to the Budget Review Committee and Library Board of Trustees for review and recommendation. A public hearing has also been scheduled for Tuesday, June 3, 2025 at 7:00 p.m. in the aldermanic chamber.

The Board looks forward to receiving your recommendation with respect to the proposed Resolution. Please forward your recommendations to my attention at your earliest convenience and advise when the Library Board of Trustees will meet. Thank you in advance.

Attachment – Resolution R-25-147



## RESOLUTION

### AUTHORIZING THE MAYOR AND CITY TREASURER TO ISSUE BONDS NOT TO EXCEED ONE MILLION DOLLARS (\$1,000,000) FOR LIBRARY BUILDING PROJECT DESIGN

### *CITY OF NASHUA*

*In the Year Two Thousand and Twenty-Five*

**RESOLVED** by the Board of Aldermen of the City of Nashua that the Mayor of the City of Nashua and the City Treasurer of the City of Nashua are hereby authorized to issue and sell general obligation bonds of the City in an aggregate principal not to exceed one million dollars (\$1,000,000). The proceeds of said bonds shall be used for Library building project design. The useful life of the project is twenty (20) years.

Pursuant to Nashua City Charter §54-a, this resolution requires a “duly advertised public hearing.” Also see N.H. RSA 33:9, which requires a 2/3 vote for passage of this resolution.

The bonds shall be general obligations of the City of Nashua, payable as to principal and interest from ad valorem taxes, which will be levied without limitation as to rate or amount on all taxable property within the territorial limits of the City of Nashua.

The bonds shall bear the manual or facsimile signatures of the City Treasurer and the Mayor. In accordance with Chapter 91 of the New Hampshire Acts of 2005, bonds issued pursuant to this resolution shall not require an authenticating certificate of a bank or trust company doing business in the State of New Hampshire or the Commonwealth of Massachusetts, or the Commissioner of Revenue Administration.

The bonds are to be issued in fully-registered form by means of a book-entry system or otherwise and shall have such terms and conditions and be in such form, subject to the provisions of this resolution and applicable law, as shall be determined by the Mayor and the City Treasurer.

**RESOLVED FURTHER** that the Mayor is authorized to enter into the required contracts therefor as well as any amendments to be made thereto or any other documentation necessary for the receipt of said funds.

## **LEGISLATIVE YEAR 2025**

**RESOLUTION:**

**R-25-147**

**PURPOSE:**

**Authorizing the Mayor and City Treasurer to issue bonds not to exceed one million dollars (\$1,000,000) for Library building project design**

**SPONSOR(S):**

**Mayor Jim Donchess**

**COMMITTEE  
ASSIGNMENT:**

**Budget Review Committee  
Library Board of Trustees**

**FISCAL NOTE:**

It is anticipated that the bond would be sold in FY26 for a 20-year term. It is estimated the interest rate will be approximately 4.0% and the total cost of the bond will be approximately \$1,420,000 including interest. The average annual payment will be approximately \$71,000 with the beginning years at a higher amount.

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### **ANALYSIS**

This resolution authorizes the City to issue and sell general obligation bonds not to exceed \$1,000,000 for library building project design. This project is in the FY26 Capital Improvements Committee report.

As this legislation is an authorization to borrow money, this resolution requires a "duly advertised public hearing" pursuant to Nashua City Charter §54-a. NH RSA 33:9 requires a 2/3 vote of all the members for the issuance of bonds. This resolution is also a specific non-budget, supplementary appropriation, permitted by Charter Sec. 53. Requirements for that are notice and a public hearing. A two-thirds vote is required under Charter Sec. 56-b for an item or amount not in the mayor's budget. A roll call is required under Charter Sec. 49.

This legislation should be referred to the Library Board of Trustees for review and approval.

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**Approved as to account  
structure, numbers and  
amount:**

**Financial Services Division**

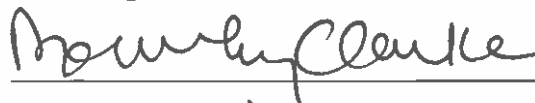
**By:**



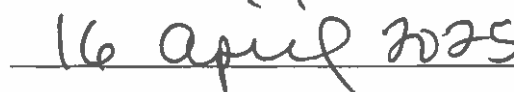
**Approved as to form:**

**Office of Corporation Counsel**

**By:**



**Date:**



DRAFT Burbank trust and collection policies:

### **Purpose of trust:**

In accordance with the terms of the will of Leonard F. Burbank (see Appendix A) the Board of Trustees of the Nashua Library will use the income from the trust established by Mr. Burbank to support the local and regional arts community by purchasing quality works of visual and other genres of art. The collection of pieces purchased with Burbank Trust funds (Burbank Collection) will be on exhibit at the Nashua Library and other community locations, and some may be made available for loan to other city and state government offices, schools and other public buildings.

The Trustees have established lending rules for pieces from the Burbank trust; these rules can be found in Appendix B of this document.

### **Guidelines for art purchases:**

Pieces will be purchased that advance the Trustees' goal of supporting the local and regional arts community by investing in pieces created by artists living and working in the New England region at the time that the piece of art is purchased. Priority may be given to paintings and pictures in line with Mr. Burbank's stated wishes, but other types and styles of art may also be selected for the purpose of creating a diverse collection that represents the breadth of artistic talent and expression in the region. The ability of the Nashua Library to safely store and exhibit pieces will also be considered when making purchasing decisions. The Nashua Library Board of Trustees reserves the right to establish other purchasing guidelines they deem appropriate.

Identifying potential pieces for purchase may be conducted using one or more methods:

- Inviting artists to submit proposals based on a particular medium, theme or style
- Grants to local arts non-profit organizations (needs more here)
- An artist-in-residence program
- Visits to local galleries during exhibitions
- Any other method the Trustees deem appropriate

An annual amount to be expended on works of art will be established by the Board of Trustees at their regular (January? September? May?) meeting, this amount will be based upon available expendable income.

### **Burbank advisory committee:**

The Nashua Library Trustees will appoint a committee to advise them on purchases to be made using the Burbank Trust. This Burbank Trust advisory committee will be made up of 3-5 members of the public, one Trustee and the Library Director or designee. This committee will meet on at least a quarterly basis. The scope of work for this committee is as follows:

- Establish a thorough understanding of the stipulation of the Burbank Trust and the purchasing guidelines set forth by the Board of Trustees
- Establish a process for identifying pieces of art for purchase:

- ~~○ Process for soliciting proposals from artists~~
- ~~○ Evaluation process artistic value and suitability for collection~~
- ~~○~~
- Identify pieces appropriate for addition to the collection using whatever method is established by the Board of Trustees and recommend said purchase to the Board of Trustees at one of their regular meetings.
- Advise the Board of Trustees on (improvements or adjustments) to the selection process
- Conducting special projects related to the Burbank trust and collection as assigned by the Board of Trustees re

Bylaws for this committee have been established by the Board of Trustees; **these bylaws can be found in Appendix C of this document**

#### **Burbank collection:**

- **Guidelines for storage and preservation established by library staff (advice from appraiser/registrar)**
- **Insured by the city, regular updates to appraisal**
- **To be exhibited in the library in public spaces and offices regularly visited by the public, Library Director has authority to determine where pieces will be hung**
- **Loaned to eligible city and state offices (location? In Nashua? In state?) following lending rules as described in Appendix B**
- **Inventory maintained by library staff, available for viewing by general public online (in print?)**

## Appendices:

### A: Burbank will (Include copy of actual decree)

The will of Leonard F. Burbank stipulates that this trust will be used “for the purpose of purchasing pictures, paintings, and works of art of then living artists, the same to be donated to a Nashua Art Gallery, if any such should exist, and the same may also be loaned for display in schools, libraries and public buildings, and for public exhibitions in the State of New Hampshire”.

### B: Lending rules for Burbank pieces

- **Lending policies Incomplete!**
- Eligibility for borrowers (City or state offices, public areas of city or state buildings, public school buildings and office buildings) **What about offices of elected officials? As in could an Alderman borrow it for their personal office?**
- Term of loan (1 year? 2 years? )
- Statement regarding responsibility for loss, theft, damage
- Statement regarding Trustees maintaining ownership of pieces
- **Link to online loan form? How do we want to manage actual loans?**

### C: Bylaws for Burbank Committee

- Committee makeup :
- Committee will elect a chairperson annually at their (January?) meeting OR a Trustee will serve as committee chair.
-

Burbank Advisory committee bylaws:

**Who** is on the committee? (# of people and specific roles)

**Chairperson** of the committee: Trustee? Library Director? Community member?

**Meeting rules:** Frequency, posting, publishing minutes

**Board vacancies:** how are these filled? Does committee find replacement? Board votes to approve membership

**Ethics:** no art purchased from committee members (ever? Or just current?)

Commissions by friends/family members?

DRAFT

HILLSBOROUGH, SS.

Superior Court

April Term, 1973

Eq. # 666

PETITION FOR DISSOLUTION  
of  
Burbank Associates  
Nashua, New Hampshire

STIPULATION

It is stipulated and agreed by and between the parties hereto that the following decree may be made by the Court.

D E C R E E

Upon due consideration and review of the pleadings in the above-entitled action, and with the consent of the Director, Register of Charitable Trusts, he being an interested party, it is hereby ordered, adjudged, and decreed that the prayer in said Petition, as amended, be granted, and that Burbank Associates, a voluntary corporation, be terminated; that all of the assets of Burbank Associates, after payment of or provision for all expenses, taxes and other payments, be turned over to the Board of Trustees of the Public Library of Nashua, Nashua, New Hampshire, to be held by said Board of Trustees in trust under the conditions set forth in Article Fourth of the Will of Leonard F. Burbank as set forth in the Petition; and as follows:

FOURTH: I give and bequeath the corporation or body of associates to be created as hereinafter directed, the sum of five thousand dollars for the following purpose: That is to say, such sum shall be safely invested and income be accumulated for the term of fifty years, and at the expiration of such term, the principal and accumulated income shall be made a permanent Trust Fund, the income from the same to be used and expended for the purpose of purchasing pictures, paintings, and works of art of then living artists, the same to be donated to a Nashua Art Gallery, if any such should exist, and the same may be also loaned for display in schools, libraries and public buildings, and for public exhibitions in the State of New Hampshire. My executor shall as soon as may be convenient after my decease, proceed to a form a corporation, or a body of associates with the power to perpetuate themselves. Such corporation, or body of associates shall make rules as to membership and the election of their successors, and such regulations governing investments, management and control of the Trust Fund as may be deemed necessary, and when the

time arrives to purchase pictures, paintings, and works of art, the rules should provide that the opinions and advise of competent persons be sought as a guide in making purchases. Upon the formation of such corporation or body of associates and the adoption of rules and regulations that shall meet the approval of my executor, then my executor shall pay over said sum of five thousand dollars and a receipt in such sum from the corporation, or body of associates, so created shall be a sufficient receipt to discharge my executor.

that the assets so transferred to the Board of Trustees of the Public Library of Nashua, may be invested and reinvested and commingled with other assets of the Board of Trustees provided separate bookkeeping records are maintained to show the income and principal of the assets transferred and the expenditures and payments made therefrom; and that no accounts need be filed with the Probate Court with respect to said assets by the Board of Trustees of the Public Library of Nashua.

Dated this 23rd day of August, 1973.

Charles J. Flynn,  
Presiding Justice.

Dated this 26 day of June, 1973.

Burbank Associates  
By: Clancy & O'Neill

By: P. O. Clancy  
Its Attorneys.

Attorney General, State of New  
Hampshire (Director of Charitable  
Trusts)

By: G. W. Anderson

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## My thoughts about Burbank

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**From** David Pinsonneault <dpinsonn@comcast.net>

**Date** Sun 4/27/2025 4:44 PM

**To** Jennifer McCormack <jennifer.mccormack@nashualibrary.org>

Jenn,

The material on the NPL website was quite illuminating. No one informed me these documents existed when I was dragooned sometime in the 1990s into being the Trustees' liaison to the Burbank Advisory Committee. I congratulate you for recognizing something needed to be done for the Trustees to perform their fiduciary duties. Here are my thoughts:

- The Burbank Advisory Committee must be reconstituted to comply with the terms of Leonard Burbank's bequest. My memory of the original Committee was accurate: it was made up of old time Nashua elite. Problem was they got old or died. Most of their successors, such as they were, did not have the same fire. The important question now is how to repopulate the Committee. The Organizational Rules are good but:
  - I submit the committee should be limited to 5 members plus a Trustee and a library staff member as ex officio members.
  - The Trustee should not be the chair. The 5 members should elect a chair.
  - Ideally, prospective members should be gallery operators, working artists, academia and a philanthropic Nashua-area citizen.
- The Committee's charter or bylaws should include an affirmative rendering of the first 3 of 5 bullet points at the bottom of your 1/28/2025 memo to the Trustees ("Memo").
- As for the goals for the Burbank Fund, I agree with the first 2 bullet points in the third paragraph of your Memo.
- I agree that noteworthy pieces of the Burbank collection could be loaned to City departments, offices and schools so long as the piece has a placard identifying the piece by name, artist, year of creation and prominently notes it is from the Burbank Collection of the Nashua Public Library.
- The Committee should be charged with recommending existing pieces so long as the terms of the bequest are satisfied (i.e., works of then-living artists). I am uncomfortable with commissioning an artist to create a work. I am also uncomfortable with the Trustees commissioning specific pieces or special recognitions. On the other hand, the Committee could issue RFP's that would let the world know the Burbank Fund exists to support living artists.

Best,

David

David K. Pinsonneault

7 Crystal Lane  
Amherst, NH 03031  
603-493-6304  
[dpinsonn@comcast.net](mailto:dpinsonn@comcast.net)

PS: Have you asked City Corporation Counsel if I must resign once I close my Nashua practice on 12/31/2025 because I reside in Amherst? I would like to continue as a Trustee given I will have more time to dedicate in retirement.

Looking through the documents from the past versions of the Burbank Committee, I found a lot that could be built on to provide guidance for the new committee. In the past, committees stalled while working on procedures and “central questions.” I think it’s important to avoid that this time, to provide direction, and to help members focus on fulfilling the goal of the trust from the outset. To fuel our discussion on how to jumpstart a more efficient committee, here are my thoughts on various topics:

## **Basic Premise**

Three questions regarding the committee’s basic mission have derailed previous groups:

- *Is the goal to support local artists or to bring a wider scope of artists and artwork into the community?*

The bequest never mentions local artists, but states “income from the same [the trust] to be used and expended for the purpose of purchasing pictures, paintings, and works of art of then living artists, the same to be donated to a Nashua Art Gallery, if any should exist, and the same may also be loaned for display in schools, libraries, and public buildings, and for public exhibitions in the State of New Hampshire.”

To me, this supports broadening the scope of the committee’s search to looking for art from living artists beyond the local scene. To paraphrase the 1988 brochure, the committee’s goal could be “to expose [the community] to great art they might never otherwise see.” The current art gallery is a platform for local artists, but the Burbank Collection could take the larger view, considering the work of living artists from anywhere to bring new perspectives to the city. Local art could still be considered—just not prioritized. A broader goal of bringing in great art that the community might not otherwise see would also distinguish the Burbank Committee from the other city art committees and groups that focus on local artists, such as the Nashua Area Artists Association and Positive Street Art.

- *What counts as “art” for purchase?*

According to the 1988 brochure, Mr. Burbank was a landscape painter himself, and he specifically listed paintings in his bequest. To honor this, acquisitions of paintings should remain a priority, but need not be the sole theme of the collection. The 2009 restructuring letter suggested the committee recommend artwork for purchase twice a year—perhaps commit to one of those recommendations being a painting or picture (photograph, drawing, digital artwork, etc.) while the other could be a sculpture or possibly something less traditional, such as a live demonstration of an artistic medium (the artwork produced by the leader would be added to the collection), an art lecture/discussion, or a limited-time “visiting collection” or “artist in residence” special event (again, pieces the artists produced while in residence would become part of the collection). Live events are certainly shared with the community and could be recorded to become part of the Burbank Collection’s digital archive for those who could not attend in person or for sharing with others in the state. Opening the definition to include performance art (dance, plays), however, could create another divided committee (see below). In addition, given Mr. Burbank’s background in visual arts, I think the spirit of the bequest was to support that genre.

- *Should the committee's purchase recommendations be idea driven or opportunity driven?*

Although I can see how this spurred debate for past committees, I'm not convinced it has to be an either-or question. Why not do both? If the committee identifies "holes" in the collection (such as mosaic and collage work are under-represented) or a specific type of need (such as a welcoming, reading-related sculpture for the entrance), then an idea-driven search could be undertaken. If a respected artist presents an unexpected but excellent proposal, then seizing that opportunity makes sense. Similarly, plans for longer range, major purchases could be more idea driven, while yearly, more modest recommendations could be opportunity driven. No matter which philosophy is applied, I think an eclectic collection with broad appeal—like the library itself—is preferable to specializing in a specific niche. While a private collector might apply a narrow focus to maximize their investment or satisfy personal preference, the Burbank collection seems founded on a desire to share art that enriches the community. Actually, the mission and vision statements in the 2005 Burbank Plan articulate this rather well.

The Burbank Committee should remain advisory: They suggest what the trustees might purchase, but don't purchase themselves. They entertain, identify, and perhaps even call for proposals from artists, but the trustees commission the recommended work. This seems consistent with the wording of the bequest.

Artwork in the Burbank Collection should not be available for check-out by patrons, but could be loaned to venues (government offices, schools) throughout the city and state. A small traveling exhibit of pieces from the collection is also a great idea (as was suggested in the "Public Benefit" section of the 2005 Burbank Plan). Recordings of seminars, demonstrations, or Q&As with professional artists might be of great interest to schools. A searchable online catalog of the collection would be an excellent next step from last summer's cataloging project.

## **Structure**

I suggest a 7-member committee: 1 trustee, 1 staff member from MAM, and 5 members of the public. I think the 1990 Organization Rules got it right by having the "group's work coordinated and meetings chaired by a Nashua Public Library Trustee who will act as liaison between the Board and the Advisory Group." My logic is the trustee/chair provides the structure to keep the working members (the art experts) on track, while the bulk of the committee provides the expertise, research, and recommendations. The MAM staff member could speak to NPL holdings, programs, and plans that the members of the public might not be aware of, thereby avoiding duplication and suggesting complementary plans/themes when appropriate.

So, who are the working members/art experts? Again, 1990 offers good advice: professional art educators, persons with demonstrated interest in art, artists, craft people. Each brings a slightly different perspective. If the committee focuses on bringing a wider scope of art/artists to the community, potential conflicts of interest would be minimized compared to having local artists and local art group members on a committee focused on choosing/supporting local art.

One dilemma arises if we open qualifying art to include “live” art (theatre, dance, etc.): Expertise in the performing arts involves a different knowledge base than for the visual arts (painting, photography, sculpture, etc.). To broaden the acquisitions scope to include performance art, the committee would need to include members from “both sides of the aisle,” so to speak. That could unintentionally create factions and spiral down the effectiveness once more.

## **Operation**

The 2005 Burbank Plan offers a useful operating framework in its “Process,” “Criteria,” and “Acquisitions” sections. These could be refreshed and form the basis for working guidelines to restart the committee. The original bequest refers to a committee that’s self-governing, which is somewhat at odds with the idea of providing guidelines for the reconstituted committee. If, however, those working guidelines are drawn from past incarnations of the group, perhaps that maintains enough continuity to be compliant.

In that vein, the 2009 restructuring letter suggests a two-tier approach of bi-annual recommendations (perhaps one painting and one piece of another genre, or one traditional art piece and one special event?) for readily affordable purchases, as well as reserving a portion of the expendable income for major acquisitions, which would occur every three to five years. The bi-annual recommendations might be more doable in the near term as the committee restarts, but planning for a major acquisition down the road might be wise. Such a purchase might coincide with a renovated/new library building as well.

## **Getting Started**

Who appoints committee members? To begin, it would be the trustees, I suppose. The idea of starting with some two-year terms and some three-year terms then transitioning to staggered two-year terms will provide some continuity to the group while also helping keep it fresh. Moving forward, perhaps the committee recommends candidates that the trustees would then approve for membership.

To find the (re)founding members of the committee, what about hosting a reception for interested individuals? A collection of the Burbank holdings could be displayed in the gallery, or we could provide a map of items found throughout the building (and city) for potential members to tour before/after hearing a short talk about the trust and committee responsibilities. If we could find a single champion or evangelist for reconvening committee (from the proposed reception or otherwise), that person could also help identify potential members.

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## Burbank Fund - Thoughts from Kristin

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From Kristin Kane <kristinmariekane@gmail.com>

Date Wed 4/16/2025 10:04 AM

To Jennifer McCormack <jennifer.mccormack@nashualibrary.org>

Hi Jen,

Sorry that I am getting this back to you a bit late when I was the one who proposed the deadline originally! But at least I got my taxes done ;)

Here are my thoughts for our Burbank discussion with the Library Board of Trustees:

- Scope:
  - who - Living **and** local artists. Local to me means within New England
  - what - any kind of art is acceptable. Art can be previously created or commissioned.
  - themes - I do like the suggestion to create themes to guide purchases. I think that the committee should establish a topic theme and guidance on what forms of art the committee would like to purchase each year.
  - budget - the Board of Trustees should set an annual budget for the committee to stay within on recommended purchases. The Committee role is to recommend purchases within that budget, and the Board of Trustees can authorize them. The Board of Trustees may also authorize additional budgets for donations to commissioned projects (not owned by Burbank) or for special events.
- Committee:
  - 3 -5 members. 1 working in art education in Nashua, 1 working for a gallery or similar role representing many local artists, 1 member from Library Board of Trustees.
  - 2-3 year terms.
  - Meet 4x per year.
  - First two meetings should be to establish criteria to find, evaluate, and recommend art for purchase with Burbank Funds - update the 2005 Burbank Plan.
  - Scope - maintain collection with periodic appraisals (every 5 years?), authorize lending & borrowing of art, coordinate with library staff for display of visual art or scheduling & presentation of performance art, seek, evaluate, & recommend purchases with authorized Burbank funds.
  - We need to figure out how the Committee will issue RFPs for art - is this prepared by the committee, do we give them funds to hire a contractor to write RFPs and coordinate this process, or is there some other resource available to support the operations of the committee?

Thank you!  
Kristin

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**Re: Burbank**

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**From** John Kennedy <kennedij@gmail.com>

**Date** Wed 4/16/2025 8:48 PM

**To** Jennifer McCormack <jennifer.mccormack@nashualibrary.org>

I don't have particularly strong opinions with respect to the Burbank and I have been impressed with the thoughts and opinions on this matter expressed by the other trustees. But to the extent that we are able, I would like to support local art. That might include artists here in Nashua who have already created pieces, or commissioning pieces, or soliciting some sort of artist in residency program. I think art comes in so many different forms that it would be great if we could support various mediums and styles to reflect the diversity of the art community here in Nashua. I think the arts are an incredibly important part of a well rounded and thriving community and if we can use the resources available to us to support a vibrant artistic vision Nashua it can only make use better for it.

On Wed, Apr 16, 2025 at 7:57 AM John Kennedy <[kennedij@gmail.com](mailto:kennedij@gmail.com)> wrote:

Jen,

Apologies, I will get something written and sent over today. Sorry for the delay!

John

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**Fw: NPL: Burbank Trust discussion**

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**From** Scott Jaquith <sjaquith@sau81.org>

**Date** Mon 4/28/2025 5:38 PM

**To** Jennifer McCormack <jennifer.mccormack@nashualibrary.org>

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**From:** Scott Jaquith <sjaquith@sau81.org>

**Sent:** Sunday, April 13, 2025 9:30 AM

**To:** Linda Laflamme <lindalaflamme49@comcast.net>

**Subject:** Re: NPL: Burbank Trust discussion

Linda,

Here are a few of my ideas.

- 1) On an annual basis we nominate an artist in residence. We can offer a small stipend and their art can be displayed in our library or around the city. Students can meet and interview the artist and explore art as a profession.
- 2) We offer an art scholarship to a student in the Nashua Schools and essentially "buy" an art piece from one student each year to be exhibited in the library.
- 3) The BOT establishes a theme each year that will encourage local artists to create a piece based on the theme. Themes might be as simple as "Unity", "Peace", "Hope", "Change" .....
- 4) Similar to bullet 3 but the theme is tied to our "One City, One Book" pick.

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**From:** Linda Laflamme <lindalaflamme49@comcast.net>

**Sent:** Friday, April 11, 2025 6:57 AM

**To:** Kristin Kane <kristinmariekane@gmail.com>; Padmaja Kunapareddy <pkunapareddy@gmail.com>; Espitia, Manuel <manuel.espitia11@gmail.com>; David K. Pinsonneault <DPinsonneault@winerbennett.com>; Pinsonneault, David <dpinsonn@comcast.net>; Scott Jaquith <sjaquith@sau81.org>; John Kennedy <kennedij@gmail.com>

**Cc:** Jennifer McCormack <jennifer.mccormack@nashualibrary.org>

**Subject:** NPL: Burbank Trust discussion

Good morning,

A quick reminder: When the Board discussed the Burbank trust at the April meeting, we decided to each brainstorm ideas for a new Burbank Committee (goals, approaches, organization, or any combination thereof), and send our notes to Jen by 4/15. She will add them to the May meeting packet, so we have time to consider the suggestions and be better prepared for a more focused discussion at the Trustees meeting on 5/6.

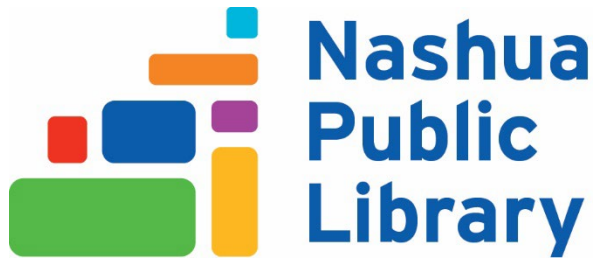
To help you get started, Jen's "Burbank Committee Discussion" memo (included in the [April meeting packet](#)) offers some good questions to consider. Plus, you can link to documents regarding past incarnations of the committee, their operations, and the Burbank holdings from the Burbank Information menu in the Trustee Resources section at the bottom of the [NPL Board of Trustees page](#).

An even quicker reminder: 4/15 is this coming Tuesday.

Thanks in advance,  
Linda

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**Warning: This message is from outside the SAU81 network. Be careful with attachments and links!**



**May 6, 2025**  
**Director's Report**

**Department updates:** Some highlights from last month, certainly not the full picture of all the work our team does every day.

- **Information Services:** Alex Estabrook and Julie Rosier have been working hard on moving our collection of historic photos to a new platform. The first batch has been uploaded, you can get a sneak peek here <https://nashualibrary.omeka.net/> , and we'll invite the public to view later this month.
- The **Youth Services** team planned a number of fun vacation week programs, from plasma science to escape rooms to a visit from the NPD and their comfort dog Ellie. Day 1 of the escape rooms attracted more than 50 people!
- **Programming and Marketing:** May program calendars are attached, during April we were once collaborated with the Community Development division to host the Sustainability Fair. Bad weather moved the event indoors but it was still well attended. You can read coverage of the event in a couple of news sources like the Ink Link <https://nashua.inklink.news/library-hosts-3rd-annual-sustainability-fair-with-focus-on-conservation/>

**Building and grounds:**

- The hot water heater completely failed last week and will need to be replaced. It remains somewhat operational, but it leaks terribly and the mixing valve is broken so we can no longer moderate the temperature of the hot water so I am leaving it turned off. Due to the age of the heater and the way that it is wired a replacement

will have to be custom made and will take at least 3 weeks to arrive. We can cover the cost of this item in our regular budget.

- I have been working with Design Lab and RFS Engineers on an outline of renovations to improve the function of our HVAC system since I recently learned that the city may have some funds available for that project at the end of the fiscal year. While we won't have enough funds for a full replacement of the whole system I am hopeful that the funds available will be enough to replace the controls and some other components that are at the end of their life. I will share their report with the Board when it is complete, likely by the end of May.
- The space needs assessment work continues, several workshops have been scheduled in the coming weeks to review their findings. Once those workshop dates and times are confirmed I will share them with the board; any trustee is welcome to attend those if you wish.

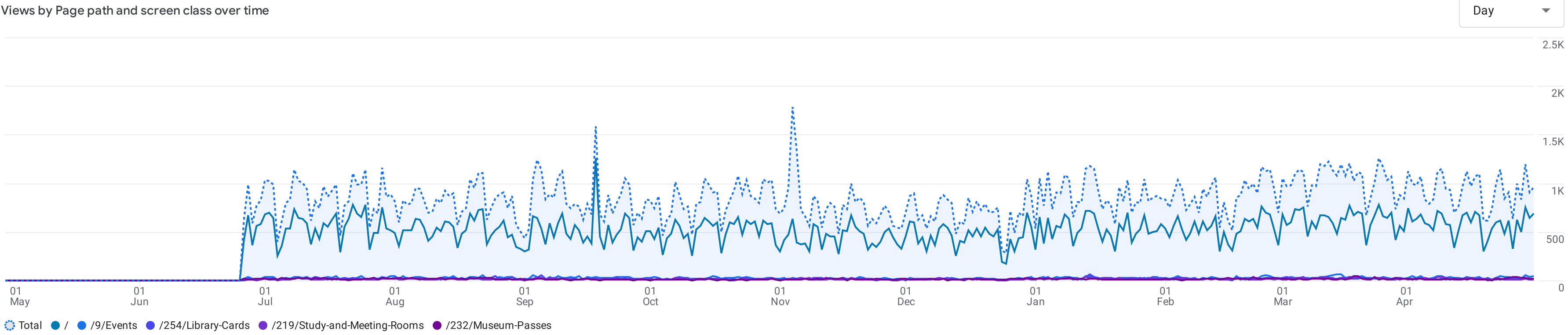
**Administration updates:**

- Thank you all very much for your input regarding the Burbank Trust and advisory committee. I've attached all your comments here, as well as a draft policy for the Burbank collection and advisory committee. You will note that there are portions that still need development, highlighted in yellow : I welcome your input on those portions and any other items that you feel should be addressed in the policy.
- The library is acting as host site for a Community Conversation event in collaboration with the Arlington St. Community Center on Friday, May 2<sup>nd</sup>. The ASCC was one of 4 NH libraries chosen by the Charitable Foundation for these conversations, we were chosen as a host location due to the limited space available at the community center.

**Statistics:** attached is a snapshot of the top 25 most visited pages on the library's website for the past 12 months. Besides just being interesting this is data that we use to see which of our services customers value the most and which pages on our website may not be easily discovered.

Pages and screens: Page path and screen class

Add filter



| Plot rows                           |                            |                                           | Search...                |                          |                         | Rows per page: 25     |                                         | Go to: 1                 |            | 1-25 of 527   |  |
|-------------------------------------|----------------------------|-------------------------------------------|--------------------------|--------------------------|-------------------------|-----------------------|-----------------------------------------|--------------------------|------------|---------------|--|
| <input type="checkbox"/>            | Page path and screen class |                                           | <input type="checkbox"/> | ↓ Views                  | Active users            | Views per active user | Average engagement time per active user | Event count              | Key events | Total revenue |  |
| <input checked="" type="checkbox"/> | Total                      |                                           |                          | 263,261<br>100% of total | 99,512<br>100% of total | 2.65<br>Avg 0%        | 43s<br>Avg 0%                           | 695,329<br>100% of total | 0.00       | \$0.00        |  |
| <input checked="" type="checkbox"/> | 1                          | /                                         |                          | 162,900 (61.88%)         | 78,729 (79.12%)         | 2.07                  | 28s                                     | 455,011 (65.44%)         | 0.00 (–)   | \$0.00 (–)    |  |
| <input checked="" type="checkbox"/> | 2                          | /9/Events                                 |                          | 7,980 (3.03%)            | 3,949 (3.97%)           | 2.02                  | 34s                                     | 19,367 (2.79%)           | 0.00 (–)   | \$0.00 (–)    |  |
| <input checked="" type="checkbox"/> | 3                          | /254/Library-Cards                        |                          | 5,244 (1.99%)            | 3,649 (3.67%)           | 1.44                  | 20s                                     | 12,105 (1.74%)           | 0.00 (–)   | \$0.00 (–)    |  |
| <input checked="" type="checkbox"/> | 4                          | /219/Study-and-Meeting-Rooms              |                          | 4,657 (1.77%)            | 2,375 (2.39%)           | 1.96                  | 33s                                     | 9,522 (1.37%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input checked="" type="checkbox"/> | 5                          | /232/Museum-Passes                        |                          | 4,293 (1.63%)            | 2,219 (2.23%)           | 1.93                  | 20s                                     | 10,892 (1.57%)           | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 6                          | /192/Location-and-Hours                   |                          | 3,999 (1.52%)            | 2,813 (2.83%)           | 1.42                  | 32s                                     | 10,120 (1.46%)           | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 7                          | /255/Standard-Library-Card                |                          | 3,564 (1.35%)            | 2,697 (2.71%)           | 1.32                  | 37s                                     | 10,369 (1.49%)           | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 8                          | /241/Research-Databases                   |                          | 3,534 (1.34%)            | 1,293 (1.3%)            | 2.73                  | 55s                                     | 7,590 (1.09%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 9                          | /195/Friends-of-the-Nashua-Public-Library |                          | 3,144 (1.19%)            | 2,136 (2.15%)           | 1.47                  | 32s                                     | 8,945 (1.29%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 10                         | /101/Services                             |                          | 3,090 (1.17%)            | 2,122 (2.13%)           | 1.46                  | 18s                                     | 7,092 (1.02%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 11                         | /283/Voter-Information                    |                          | 2,707 (1.03%)            | 1,952 (1.96%)           | 1.39                  | 21s                                     | 8,466 (1.22%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 12                         | /238/Research-and-Learning                |                          | 2,650 (1.01%)            | 1,402 (1.41%)           | 1.89                  | 19s                                     | 4,953 (0.71%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 13                         | /222/Kids                                 |                          | 2,266 (0.86%)            | 1,481 (1.49%)           | 1.53                  | 42s                                     | 5,670 (0.82%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 14                         | /217/Interlibrary-Loan                    |                          | 1,782 (0.68%)            | 938 (0.94%)             | 1.90                  | 1m 03s                                  | 3,709 (0.53%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 15                         | /27/About                                 |                          | 1,728 (0.66%)            | 1,272 (1.28%)           | 1.36                  | 24s                                     | 3,651 (0.53%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 16                         | /247/Downloads-and-Streaming-Media        |                          | 1,700 (0.65%)            | 819 (0.82%)             | 2.08                  | 40s                                     | 3,555 (0.51%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 17                         | /35/Kids-Tweens-Teens                     |                          | 1,664 (0.63%)            | 1,230 (1.24%)           | 1.35                  | 25s                                     | 3,969 (0.57%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 18                         | /284/Library-of-Things                    |                          | 1,629 (0.62%)            | 1,195 (1.2%)            | 1.36                  | 23s                                     | 3,632 (0.52%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 19                         | /Search                                   |                          | 1,581 (0.6%)             | 1,018 (1.02%)           | 1.55                  | 27s                                     | 3,125 (0.45%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 20                         | /231/Newspapers-and-Magazines             |                          | 1,404 (0.53%)            | 503 (0.51%)             | 2.79                  | 54s                                     | 3,279 (0.47%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 21                         | /221/Copy-Print-Scan-Fax                  |                          | 1,403 (0.53%)            | 828 (0.83%)             | 1.69                  | 35s                                     | 3,271 (0.47%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 22                         | /196/Career-Opportunities                 |                          | 1,374 (0.52%)            | 954 (0.96%)             | 1.44                  | 11s                                     | 3,335 (0.48%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 23                         | /31/Collections                           |                          | 1,307 (0.5%)             | 853 (0.86%)             | 1.53                  | 16s                                     | 2,669 (0.38%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 24                         | /216/Contact-Us                           |                          | 1,101 (0.42%)            | 772 (0.78%)             | 1.43                  | 49s                                     | 2,274 (0.33%)            | 0.00 (–)   | \$0.00 (–)    |  |
| <input type="checkbox"/>            | 25                         | /201/Notary-Services                      |                          | 1,080 (0.41%)            | 769 (0.77%)             | 1.40                  | 37s                                     | 3,063 (0.44%)            | 0.00 (–)   | \$0.00 (–)    |  |