

CITY OF NASHUA

Nashua Public Library Board of Trustees

Tuesday, December 2, 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. Approval of bills and trust fund requests
5. Approval of minutes from previous meeting
6. Update on renovation project and joint special committee
7. Policy review: Donation/gift
8. Other Business
9. Adjourn

Nashua Public Library Board of Trustees

November 5, 2025

7:00 PM

MINUTES

A meeting of the Nashua Public Library Board of Trustees was held Wednesday, November 5, 2025, 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 7:01 PM

2. Attendance

Present: Linda Laflamme, Padmaja Kunapareddy, Kristin Kane, John Kennedy, Assistant Library Director Jenn Hosking

3. Public Comment

None

4. Boston Advisors presentation

Dawn Enwright will be in attendance

Motion by Mr. Kennedy, seconded by Ms. Kane, to reorder the meeting agenda to start with the Boston Advisors presentation.

Vote: Yes 4, No 0

Motion: PASSED

James Gaul from Boston Advisors reviewed the library's trust fund investment portfolio. Mr. Gaul also discussed updates with the firm and its approach to managed funds moving forward. Dawn Enwright was not in attendance.

5. Approval of bills and trust fund requests

Motion by Ms. Kunapareddy, seconded by Ms. Kane, to approve the payment of the October bills from the regular budget for \$28,251.42 and the fines budget for \$18.99.

Vote: Yes 4, No 0

Motion: PASSED

6. Approval of minutes from the regular October meeting

Motion by Mr. Kennedy, seconded by Ms. Kunapareddy, to amend the November 5th meeting agenda to include approval of the October regular meeting minutes.

Vote: Yes 4, No 0

Motion: PASSED

Motion by Ms. Kunapareddy, seconded by Mr. Kennedy, to approve the minutes of the October 7, 2025 regular meeting.

Vote: Yes 4, No 0

Motion: PASSED

7. Renovation and joint special committee next steps

Chairman Laflamme shared the Board of Alderman unanimously approved the development of a joint special building committee to continue work on a library renovation project. In addition, Director McCormack has completed the RFP's for design work, an owner's construction manager, and a construction manager.

8. Demonstration of new Burbank art database

Assistant Director Hosking demonstrated a new software product, CatalogIT, which will be used to manage and publically display artwork purchased by the Burbank Trust.

9. Other Business

Chairman Laflamme shared the receipt of the union's intent to bargain the next collective bargaining agreement.

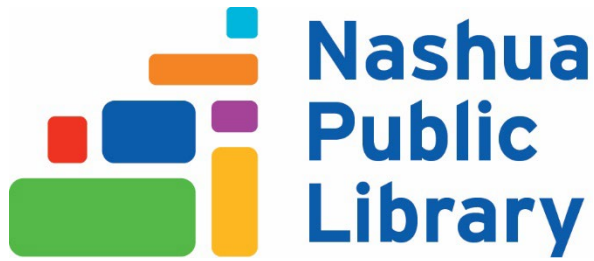
10. Adjourn

Motion by Ms. Kane, seconded by Ms. Kunapareddy, to adjourn the meeting at 8:18 PM.

Vote: Yes 4, No 0

Motion: PASSED

Attest:



12/02/2025

Director's Report

Department updates

See attached report

Buildings and Grounds

- Plumbing repairs: We continue to experience frequent plumbing issues due to the age of the building and misuse of the restrooms. As of the writing of this report all bathrooms are back in service, but we have already spent more than \$5,000 on plumbing repairs in this fiscal year.

Administration updates

- Friends for 20 years!: December marks the 20th anniversary of the founding of the Friends of the Nashua Library. This tireless group of dedicated volunteers makes many of our most popular services possible and enriches the community by providing donated books to the little free libraries and other community locations.
- Burbank appraisal: Linda Poras' associate Bryan Smith will be on site on 12/10 and 12/11 to get the data Linda needs to start her work, some photographs and measurements are missing from our database. I expect her appraisal to be completed by the end of January.
- Union negotiations: We received the formal "Intent to Bargain" notice from the NPL employee union on Friday, 10/31. I forwarded the notice to the city legal department and anticipate negotiations to begin this winter.

Building renovations

- Joint special building committee: I attended the Infrastructure committee meeting on 11/10 to learn more about next steps for the formation of the joint special committee and learned that legislation is necessary to move forward. Attached to this report is the ordinance that will need to be revised to include a library joint special committee. Due to the legislative calendar no movement is expected on this until January.
- Space needs assessment: DesignLab is finishing up the final report on the space needs assessment, Chairman Laflamme and I have reviewed a draft, and I hope to have the final report by the end of this week.
- Renovation RFPs: I am working with Administrative Services on finalizing the RFPs for design services, construction management services and an owner's project manager for the renovation project; those should be released by the end of this week.
- The RFP for Public/Private partnership development concepts was released by the Economic Development office in early November; the due date for proposals was set for 12/15 but I expect that date to be moved forward into January. I attended both pre-bid meetings for this RFP and there was a great deal of interest from developers, and the Trustees' goals for the library renovation were well represented. You can read the full RFP here:

https://www.nashuanh.gov/DocumentCenter/View/33643/0742-121525_RFP-Library-Development-Request-for-proposals?bidId=563



ORDINANCE

AMENDING ALDERMANIC JOINT COMMITTEES

CITY OF NASHUA

In the Year Two Thousand and Twenty-Two

WHEREAS, § 60 of the City's Charter states that the board of public works and the land and buildings committee of the board of aldermen (n/k/a the Committee on Infrastructure), "jointly shall direct the construction of all buildings erected, altered, remodeled or changed, for the use of the public works department . . . ;"

WHEREAS, § A-104 of the City's Charter states that "[a]ll buildings erected, altered, remodeled, or changed, for the use of the police department shall be constructed and made under the joint direction of the [police] commissioners and the [Committee on Infrastructure]";

WHEREAS, § A-593 of the City's Charter states that the board of fire commissioners and the Committee on Infrastructure, "jointly, shall direct the construction of all buildings erected, altered, remodeled or changed, for the use of the fire department"; and

WHEREAS, it is desired to have rules similar to the statutorily created Joint Special School Building Committees for the above-referenced joint committees.

NOW THEREFORE, the City of Nashua ordains that in Part I "Administrative Legislation" Chapter 5 "Administration of Government", Part 2 "Board of Aldermen", Article II "General Provisions", Section 5-9 "Standing committees", subsection B of the Nashua Revised Ordinances, as amended, be hereby further amended by deleting the strikethrough language and adding the new underlined language as follows:

“§ 5-9. Standing committees.

...

- (6) ~~Joint committees: Joint Special School Building Committee comprised of five members of the Board of Aldermen and five members of the Board of Education as provided by and for the purposes of New Hampshire Revised Statutes Annotated Chapter 199.~~
- (a) Joint Special School Building Committee comprised of five members of the Board of Aldermen and five members of the Board of Education as provided by and for the purposes of New Hampshire Revised Statutes Annotated Chapter 199.
- (b) Joint Committee on Infrastructure and Board of Public Works Building Committee comprised of all the members of the Board of Public Works and all members of the Committee on Infrastructure for the purposes of § 60 of the City Charter. The chairperson of the Committee on Infrastructure shall be the chairperson of the committee. All funds appropriated by the Board of Aldermen for the construction of all buildings erected, altered, remodeled or changed shall be administered by the committee, and those funds shall be disbursed upon authorization of the committee until final acceptance of the building by the Board of Aldermen. The committee shall oversee and decide all matters relating to any construction on public works buildings; prepare and submit monthly status reports relating to construction progress to the Board of Aldermen; and prepare and submit monthly financial reports to the total authorized construction budget and expenditures to date to the Board of Aldermen.
- (c) Joint Committee on Infrastructure and Police Commissioners Building Committee comprised of all the Police Commissioners and all members of the Committee on Infrastructure for the purposes of § A-104 of the City Charter. The chairperson of the Committee on Infrastructure shall be the chairperson of the committee. All funds appropriated by the Board of Aldermen for the construction of all buildings erected, altered, remodeled or changed shall be administered by the committee, and those funds shall be disbursed upon authorization of the committee until final acceptance of the building by the Board of Aldermen. The committee shall oversee and decide all matters relating to any construction on police department buildings; prepare and submit monthly status reports relating to construction progress to the Board of Aldermen; and prepare and submit monthly financial reports to the total authorized construction budget and expenditures to date to the Board of Aldermen.

- (d) Joint Committee on Infrastructure and Fire Commissioners Building Committee comprised of all the Fire Commissioners and all members of the Committee on Infrastructure for the purposes of § A-593 of the City Charter. The chairperson of the Committee on Infrastructure shall be the chairperson of the committee. All funds appropriated by the Board of Aldermen for the construction of all buildings erected, altered, remodeled or changed shall be administered by the committee, and those funds shall be disbursed upon authorization of the committee until final acceptance of the building by the Board of Aldermen. The committee shall oversee and decide all matters relating to any construction on fire department buildings; prepare and submit monthly status reports relating to construction progress to the Board of Aldermen; and prepare and submit monthly financial reports to the total authorized construction budget and expenditures to date to the Board of Aldermen.
- (e) The joint committees in (a) – (d) above shall be exempt from the provisions § 5-90.”

LEGISLATIVE YEAR 2022

ORDINANCE:

O-22-018

PURPOSE:

Amending Aldermanic Joint Committees

ENDORSER(S):

**Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Richard A. Dowd**

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

None.

ANALYSIS

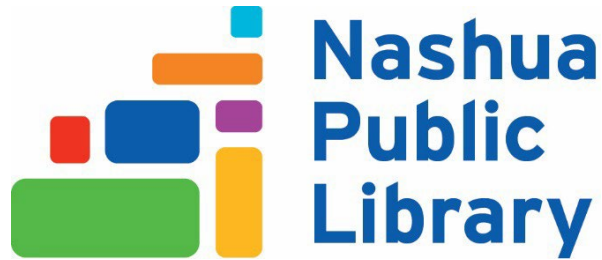
This legislation deletes and restates the existing Joint Committee for school buildings language and further adds new sections based on a joint committee process set-up in the City Charter relative to the construction, erecting, altering, remodeling or changing of certain city buildings. The legislation further delineates the chairperson of the Committee on Infrastructure to be the chairperson of the respective joint committees and creates minimum reporting requirements while exempting the joint committees from NRO Section 5-90.

Approved as to form:

Office of Corporation Counsel

By: /s/ Celia K. Leonard

Date: May 18, 2022



Donation/Gift Policy

Approved by the Nashua Library Board of Trustees December 2, 2025

The Nashua Public Library welcomes gifts of books, other materials and monetary donations that enhance our collections, services or facilities as described in the guidelines below. The library reserves the right to refuse any gift or donation that the Director and Board of Library Trustees deem not in the best interest of the library to accept. All gifts or donations to the Library shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be in effect other than those approved by the express vote of the Board of Trustees.

GUIDELINES

Materials: Gifts of books or other materials in good condition are accepted with the understanding that items not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends, offered to other city departments, donated to another community agency/organization or discarded.

Recognition gifts: The Library welcomes monetary gifts intended for the purchase of materials for the collections in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject preferences; specific titles may be purchased if the specified materials meet our collection development policies.

Other monetary gifts: Monetary or financial donations are welcome and will be deposited into a trust fund that is administered by the Board of Trustees to be spent by the library on a variety of services, collections, supplies or building improvements. Major financial gifts intended to fund a special project or building improvement may be deposited into a separate trust account, large gifts should be discussed with the library Board of Trustees before being (transmitted) to the library.

Art & decorative objects: Because of the Library's limited display and storage areas and focus on its primary mission as a Library, potential donors of art & decorative objects are requested to discuss gifts of this nature with the Director and Board of Trustees. Gifts that require extensive, regular special care or conservation will not be accepted.

Valuation: The Library will provide written acknowledgment of the receipt of gifts to the donor and, upon request, to a recognized individual or organization. No determination of the value of a gift or donation will be established or offered by the library, potential donors should have their items appraised prior to donating them.

Future disposition of gifts: The Library will not guarantee that any gift will remain a permanent part of the collection, furnishings, building or grounds. Excess or unwanted items may be offered to other city divisions, given to the Friends of the Library, donated to another community agency/organization or otherwise disposed of at the sole discretion of the Library Director and Board of Trustees.

ADOPTED by the Board of Library Trustees

02/04/2020

David K. Pinsonneault, Secretary

November 2025

Thursday, May 08, 2025 3:57 PM

Customer Services

During stats week (Nov 2-8) we had almost 1000 (994) interactions at the front desk. Over half (557) were checkouts, but plenty of other kinds too, including directional questions (185), new account registrations (47), notary service (29), book sale (19) and more.

For the month of October we have the following notable statistics, as compared with previous months.

	October	September	August	July	June
New library cards issued	323	494	311	330	466
Door count	16,818	16,609	17,137	19,470	16,140
Digital items circulated	9057	9,716	10,174	10,317	10,341
Digital borrowers (unique users)	1,849	1,890	1,948	2,106	2,122
Total items circulated, including digital	28,435	31,469	32,866	35,034	32,613
Total borrowers (unique users), including digital	4,456	4,721	4,958	5,012	4,360
Ratio of items to borrowers (digital only)	5 to 1	5 to 1	5 to 1	5 to 1	5 to 1
Ratio of items to borrowers (total)	6 to 1	7 to 1	7 to 1	7 to 1	7 to 1
On average, for every borrower who uses the library, 5-7 items are borrowed					

Information Services

Info Desk

- The first round of training customer service library assistants on working the information services desk will begin next week and conclude on Mon, Dec 1. After that library assistants will get off-desk practice sessions with IS staff and eventually will move onto on-desk practice sessions. We hope to have the new schedule which blends IS ref librarians and CS library assistants staffing the IS desk by the beginning of January.
- High level stats from stats week
 - Total transactions: 468
 - Tech Assistance: 51%
 - Reference Interactions: 29%
 - Library Services: 20%

Programs/Outreach

- Two reference librarians tabled at NCC during lunchtime. They had 16 people drop by the table and 1 card sign-up. There were a variety of people both age-wise and student/faculty. They handed out swag including NPL mugs.
- Stephanie will be starting a new Writer's Room program that will roll out with the set of new clubs scheduled to start in the new year.
- Alex setting up the Beanstack platform for this year's Adult Winter Engagement program.
- An Adult Learning Center class of 25 students came for their library orientation and scavenger hunt visit. Students were able to receive library cards and activate their Libby account as well as learning how to use the catalog and find books in the stacks.

Local History

- The Hunt Room Collection Management working group continues to grade the materials currently shelved in the Hunt Room according to whether we think they should be retained or deaccessioned.

Youth Services

- YS Team:**
 - We welcomed our newest Library Assistant, Hannah, at the beginning of the month and are all very excited to have her as part of the YS Team!

- The search for a teen librarian continues, but applications are being submitted.
- **Service Desk Statistics:**
 - FY26 Q2 Stats (11/2 through 11/8).
 - *Highlights:*
 - Children's - Busiest day was Tuesday; busiest hours were between 10-11 AM and 3-4 PM (tied).
 - Teen – Busiest day was Saturday; busiest hours were between 12-1 PM and 3-4 PM.
 - 284 people attended our programs and story times during this week!
- **Story Times:**
 - Our story times are very popular, and attendance is continuing to grow!
 - From November 1-20, we have had 712 participants join us for story time – an average of 55 people per session!
- **Reading Dragons:**
 - Our winter reading program “Reading Dragons & Friends” is set to begin on December 22nd and runs through February 28th.
 - *A Reading Dragons & Friends Kick-off Party is scheduled for Thursday, 12/18 at 4:30 PM.*
 - The age range to participate is expanding from K-8th grade to include grades 9-12.
 - This year's challenge will feature some new elements, including added creature card types, more interactive challenges/activities, and chances to earn special cards and incentives.

Programming and Marketing

October Social Media Analytics

From October 1-31

Facebook

- New Followers – 104
- Impressions – 57,000
- Total Engagement – 523
- Our Top Post was the historical photos post, which had:
 - 31,000 impressions
 - 202 total engagements
 - 176 Reactions
 - 10 comments
 - 16 shares

Instagram

- New Followers – 43
- Impressions – 7,600
- Total Engagement – 217
- Our Top Post was The Hippo's '29 Reasons to Love Your Library,' which had:
 - 789 impressions
 - 52 total engagements
 - 46 reactions
 - 4 comments
 - 2 shares

Other platforms: LinkedIn – 3 new followers, Twitter -

Record-High Number of Art Gallery Applications

Art Gallery applications closed on Nov. 3. There were 34 applicants for 8 spots.

Save the Date! 2026 Schedule of Special Events

Several big events are on the calendar for next year, including:

- Friends Book Sale – March 13, 14, 15
- Tiny Film Festival – March 20
- Volunteer Fair – May 21

New Swag

We ordered new swag for the prize wheel we use at outreach events. It's arriving this week. The items are:

- Stress balls (geared for kids)
- Mini bookmark magnets (with our "You Belong" design/catchphrase)
- Small totes

- Phone popsocket type thing. (it has a ring you can put your finger through but you can also use it as a stand to hold your phone up. We think teens in particular will like this.)

Technical Services

- Approximate items added to collection between October 21st – November 20th : 357
- LOT added: Building Kit
- Barcoding project update:
 - "Finished" collections: Adult Audiobooks and Playaways, Large Print, Teen Fiction, Adult Paperbacks, All World Languages, Parenting, All Graphic Novels and Manga, Early Readers, Beginner Chapter Books, Tween Fiction, Teen Nonfiction
 - Currently working on: Picture books (Friday's only), JUV Nonfiction (in the 500s)
- Currently collecting stat on Nashua Reads book 'The Seed Keeper.' 15 copies will become a NHLA READS-to-Go kit.

Collection Maintenance/Museum Passes

Highlighting 3 seasonal passes that have just closed for the season.

Name	cost of membership	discount offered	average discount for 2 adults and 2 children	last 12 months	Friends cost per use	Family savings based on average discount
Bedrock Gardens	\$ 125.00	This pass allows one family, 2 adults and all children and grandchildren, free admission to the garden.	\$ 30.00	49	\$ 2.55	\$ 1,470.00
Boston Harbor Island Ferry	\$ -	This pass offers two-for-one ferry tickets for up to four people	\$ 50.00	69	\$ -	\$ 3,450.00
Mount Washington Observatory	\$ 75.00	This pass is good for one family tour of Mount Washington Observatory's summit weather station. A family consists of up to two adults and three children (17-year-old and younger).	\$ 68.00	19	\$ 3.95	\$ 1,292.00
Total:	\$ 200.00			137		\$ 6,212.00

MWO was a new purchase this year and I would expect much stronger use/savings for next year.

Boston Harbor Ferry is a free pass.

Information Technology

