

CITY OF NASHUA

Nashua Public Library Board of Trustees

Tuesday, January 6, 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. Approval of bills and trust fund requests
5. Approval of minutes from previous meeting
6. Update on renovation and joint special committee
7. Policy review and approval: Donation/gift , Library card and borrowing
8. Introduction of Trustee Candidate
9. Other Business
10. Adjourn

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

LIBRARY BOARD OF TRUSTEES MEETING

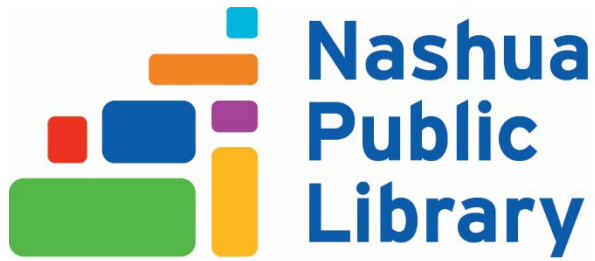
January 6, 2026
7:00 P.M.

BILL SUMMARY

To be approved:		
Regular budget:	\$58,122.74	11/01/2025 – 12/30/2025
Fines account:	\$626.26	11/01/2025 – 12/30/2025
Grand Total	\$58,749.00	NPL INVOICES PAID

Trust Fund Requests:

<u>Burbank Fund</u>	<u>Purpose of Trust: Purchase of Art</u> Balance Available: \$58,903.44 (as of 07/30/2025) Amount requested \$2,105.93 For inventory of the Burbank collection
<u>Miscellaneous Donations</u>	<u>Purpose of Trust: Donations for library activities/materials</u> Balance Available: \$30,198.15 (as of 07/30/2025) Amount requested \$700.00



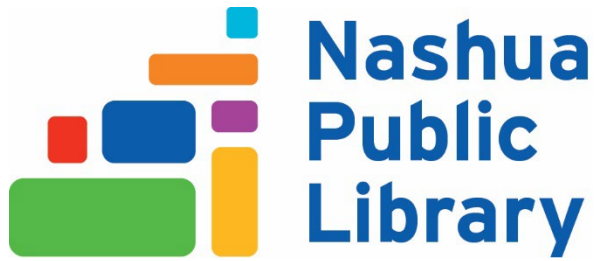
December 30, 2025

To: Library Board of Trustees

From: Jennifer McCormack, Director

RE: Burbank Trust request

I am requesting **\$2105.93 from the Burbank Trust** to pay for work done related to the appraisal of the Burbank collection by Bryan Smith in December. Mr. Smith's work on completing the documentation of the collection is part of the appraisal being conducted by Linda Poras and was included in her proposal which the Trustees approved at the October 7, 2025 meeting.



December 30, 2025

To: Library Board of Trustees

From: Jennifer McCormack, Director

RE: Miscellaneous Donations trust fund request

I am requesting **\$700 from the Miscellaneous Donations** for catering at the all-staff meeting planned for Friday, January 23, 2026.

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.

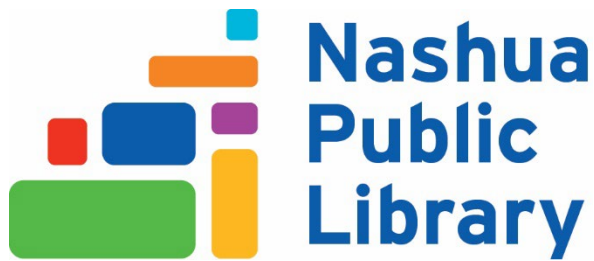
10. Adjourn

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

Vote: Yes 4, No 0

Motion: PASSED

Attest:



January 6, 2026
Director's Report

Department updates: see attached.

Building and Grounds:

- **Sewer backups and plumbing repairs:** We have continued to experience misuse of our restrooms and frequent clogs and plumbing repairs at a cost of more than \$7,300 since July 1, 2025. In addition to those repairs there was a major backup of our sewer drain on Saturday, December 13th that resulted in the library being closed for 3 days while the problem was resolved and cleanup was completed. The risk management department and city maintenance staff coordinated the response and the cleanup, and all costs were covered by the city's insurance. It was determined during cleanup that the clog was caused by a combination of needles and "soft" waste like paper goods.
- **Plaza renovation:** Work has resumed on preparing the bid documents for this project and I expect the RFP to be released at the end of January. Once it has been issued I will update the board.
- **Building renovation:** Some progress has been made on this project while we wait for the legislation officially establishing the joint special building committee in January. A draft of DesignLab's final report from the feasibility study is available on the Trustee page of the library website: you can find it in the Trustees Resource section under the Building heading. This draft incorporates input that Linda and I offered earlier but if there are other changes you would like to see please let me know. Also attached to this report is a document prepared by the Director Cummings outlining the library renovation project for potential bidders for a variety of consulting services related to the project.

FY 2027 Budget:

- Attached to this report is a memo from the Mayor's office outlining the guidelines for the FY2027 budget proposals. I will have a proposal for this Board to consider at the February meeting so I can submit it to financial services. This budget proposal will include a contingency for contract negotiations; I expect those negotiations to begin later this month.

Administration updates:

- **NH HB273:** The passage of HB273 last year resulted in a change to NH RSA 201-D:11 which relates to the confidentiality of library records. Beginning on Jan. 1, 2026, parents and guardians can now request the "current borrowing records" of their minor children, which is a significant change from our established practice. Based on advice from the city's legal department, and information from Primex, I am developing procedures to ensure that the NPL is prepared to respond to a request for a minor's borrowing record, and in general to make sure our customers are well informed about what they agree to when they get a library card. One of the steps we are taking is to include mention of this RSA in our borrowing policy, that revision is on the agenda for the Board's approval. Other steps include developing a form for parents or guardians to use when requesting borrowing records and establishing what documentation or identification we will require from parents or guardians to comply with those requests.
- **Proposed legislation to watch in 2026:** the NH Library Association has prepared a list of proposed legislation that may impact libraries, these are the proposed bills that I think are most relevant to this board:
 - HB 1214 ["Relative to Public Libraries"](#)
 - HB 1184 ["relative to issuance of no trespass orders on municipal or school district property"](#) which is a carryover from last year.

I'll keep you updated on the progress of these bills and how they might impact the library as the legislative year progresses. The NHLTA will also be following library legislation and will provide updates and information in their regular communications.

Nashua Public Library Plan: Renovate Existing Building + New Addition



Brief Background or Orientation

Constructed in 1970, the Nashua Public Library is a 57,000 square foot building located along the banks of the Nashua River, in downtown Nashua, NH. Constructed of a cast-in-place exposed concrete frame with brick masonry infills and single-pane metal frame windows, the building is of a distinct character consistent with its time. The main upper level, at grade with an entry plaza and adjacent parking contains the building entry, circulation desk, local history room, children's program area and stack spaces. The lower level contains staff offices, event and meeting spaces, collections and general storage.

Other than a 2017 renovation of the lower level meeting rooms and as-needed envelope repairs, the building has not seen a major renovation or infrastructure upgrades since it opened.

In 2022 the Library hired designLAB Architects lead a consultant team to assemble a Building Assessment Report outlining the current condition of the building's systems, recommended improvements and associated projected costs.

Using the Building Assessment Report along with other strategic planning documents the Library undertook a Feasibility Study in 2024 to develop to help develop a roadmap for moving forward. The Study concluded in the summer of 2025 develop four (4) possible alternatives. After soliciting community feedback and presenting the various outcomes to the Board of Aldermen the consensus of the Library Board of Trustees was to pursue alternative number 2 as proposed in the Feasibility Study.

Existing Building Location

The facility is located at 2 Court Street, Nashua, NH. The neighborhood presents as commercial/downtown in nature. Court Street runs off of Main Street and leads to Temple Street. On the opposite side of 2 Court Street is the Nashua River. The facility is accessed from a small one-way street to the building's furthest west point. To its east is a surface parking lot and to its immediate south is an open park area that is underutilized and slated for reinvestment with a new park. On the other side of the open space / park area is 14 Court Street a municipally owned building that is home to the Streeter theater (a local community black-box theater). To the North is the Nashua River and an adjacent Riverwalk.

Based on Assessment the Overall Conclusion

As further outlined on the building assessment report, the majority of the building's systems are either at, or beyond their useful service life and in need of replacement, representing a substantial future renovation and capital investment for the City.

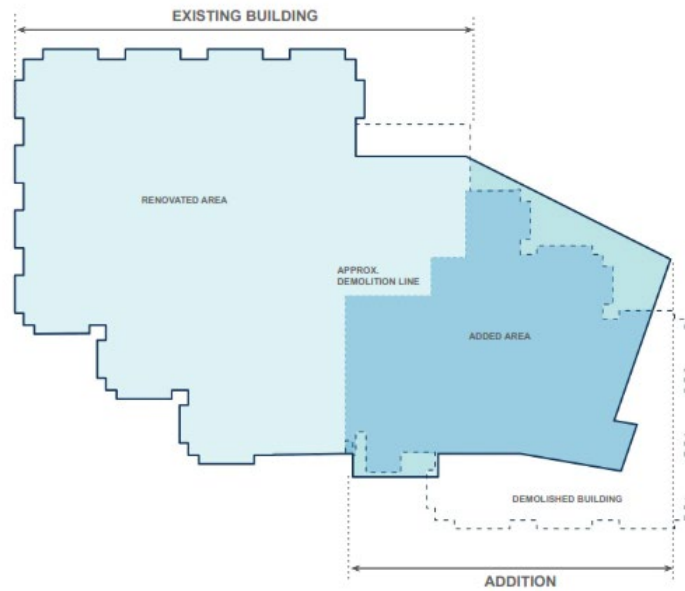
At 50-years old, this is a pivotal movement in the history of the Nashua Public Library. While there is a clear need for a significant infrastructure upgrade to the existing building, an opportunity exists to consider a broader approach, repositioning the existing building as a major civic asset and source of community pride for the City of Nashua that represents the best of 21st-century library programming within a state-of-the-art, forward thinking and energy-efficient renovated building.

Initial Scope of Work Necessary Undertake Alternative #2

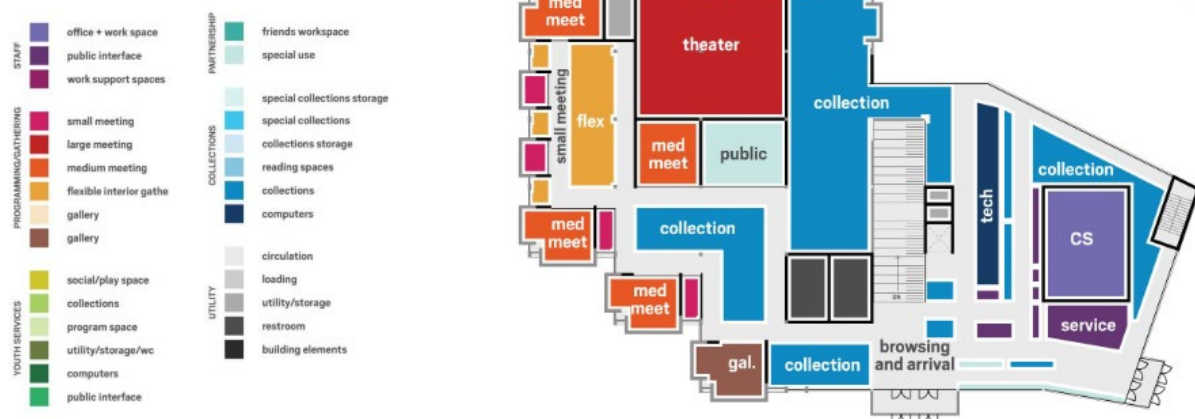
Addition

- Demolish a portion of the existing building and replace with new addition
- New addition creates dual entry sequence from parking lot and plaza
- New addition also creates new exterior building expression (glass + cladding)
- A new monumental stair through the building is introduced to intuitively connect levels
- Youth services is expanded and located on middle level
- New entrance and program area at lowest / river level
- Dispersed meeting + large gathering spaces

ADDITION MASSING

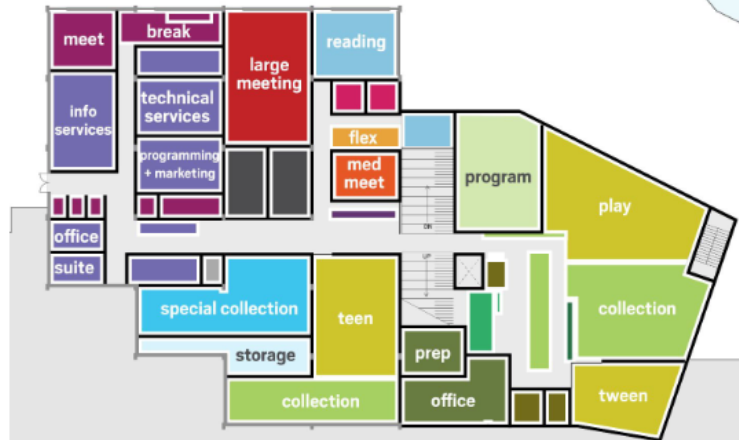


ADDITION - LEVEL 2



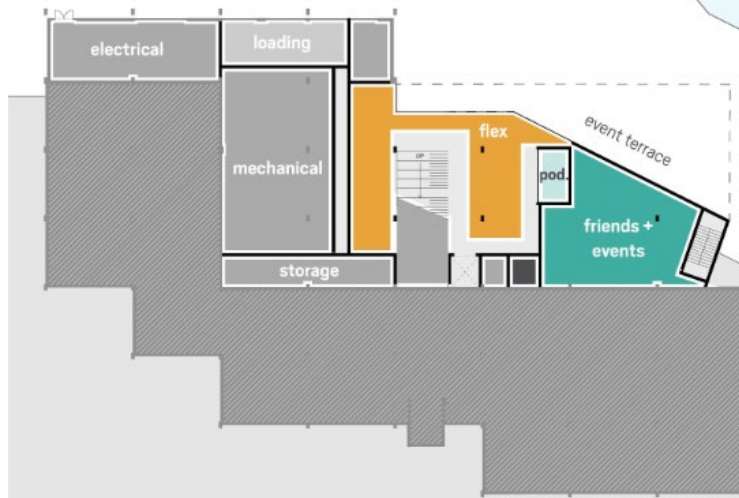
ADDITION - LEVEL 2

STAFF	office + work space	PARTNERSHIP	friends workspace
	public interface		special use
	work support spaces		
PROGRAMMING/GATHERING	small meeting	COLLECTIONS	special collections storage
	large meeting		special collections
	medium meeting		collections storage
	flexible interior gathe		reading spaces
	gallery		collections
YOUTH SERVICES	gallery		computers
		UTILITY	circulation
	social/play space		loading
	collections		utility/storage
	program space		restroom
	utility/storage/wc		building elements
	computers		
	public interface		



ADDITION - BASEMENT

STAFF	office + work space	PARTNERSHIP	friends workspace
	public interface		special use
	work support spaces		
PROGRAMMING/GATHERING	small meeting	COLLECTIONS	special collections storage
	large meeting		special collections
	medium meeting		collections storage
	flexible interior gathe		reading spaces
	gallery		collections
YOUTH SERVICES	gallery		computers
		UTILITY	circulation
	social/play space		loading
	collections		utility/storage
	program space		restroom
	utility/storage/wc		building elements
	computers		
	public interface		



level 2



level 1



basement



Design Principles Guiding the Design Effort

As the design process begins the following Design Principles will be used to guide the project

Functional and structural principles

- Safety and code compliance: The building must meet all safety standards and building codes.
- Durability and maintenance: Materials and construction methods should be durable and easy to maintain for long-term performance.
- Accessibility and universal design: The design must be accessible to all users, regardless of age or ability.
- Flexibility and future-proofing: The building should be adaptable to future changes in needs and technology.

Community and public realm principles

- The design process should be grounded in community input and prioritize local needs and perspectives.
- The building's placement and design should respond to its specific location, including existing historic structures and natural assets.
- The design should prioritize and enhance the pedestrian experience, with features like inviting entrances, public plazas, and connections to surrounding adjacent land

Sustainability and environmental principles

- The design should aim to minimize its environmental impact.
- Incorporate sustainable design techniques to reduce energy consumption and carbon footprint, such as efficient HVAC systems and solar power (i.e. Solar Ready).
- Use sustainable and recycled materials where possible to reduce the impact on natural resources.

Design and aesthetic principles

- The building's architecture should be sensitive to its context and create a positive visual impact.
- The design should clearly distinguish between library areas and non-library area to create a sense of place and distinction.

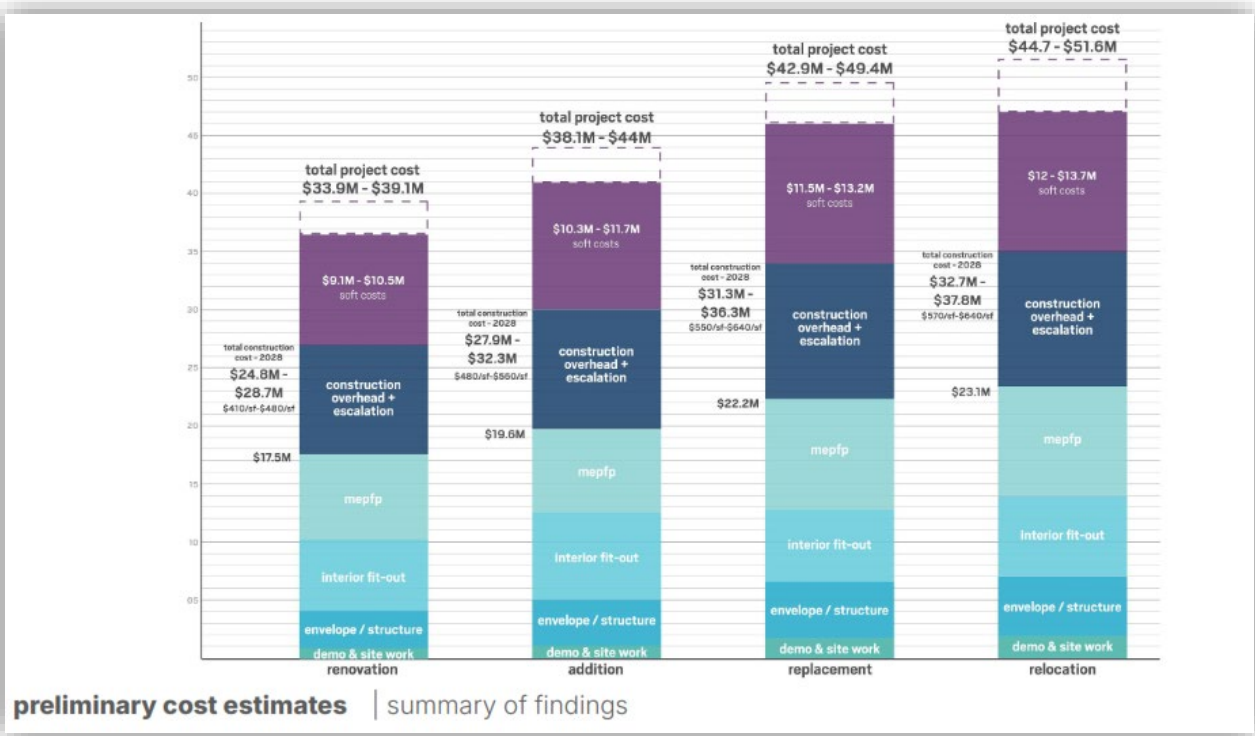
Timeline

- Seeking to Start Design Now FY26 and design throughout FY27 and Begin Construction in Spring / Summer of 2027 (July 1st 2027 or FY28)

Preliminary Cost Estimates

- The preliminary cost estimates without any design associated with the project puts it at \$38.1M to \$44.0M (call it \$44.0M at this point in time). As design begins a more refined figure will be developed.

Chart Outlining Funding Scenarios (Please See 2nd Column)



Funding:

- The source of funds for design & other miscellaneous consultant work necessary was appropriated in the general fund to undertake due diligence, feasibility and building assessment work
- A Bond Authorization has been issued for design services to start design. An additional bond authorization will be necessary to finish design and for the Construction phase of the project and we believe we're looking at a project cost in the \$45.0M range, but this will get clearer as time goes on.
- This project went before the Capital Improvement Committee and is in the FY'6 CIP and submitted for the FY'27 CIP.

Operational Condition:

- It is the current plan and intention to keep the Library "open" and providing services to the general public. The project needs to be conceptualized and undertaken with this fundamental tenant in mind. The Library could be relocated and services provided at a satellite location, but these details will need to be discussed very early on in the project planning phase.

Immediate Next Step:

- Convene Joint Committee on Infrastructure & Board of Police Commissioners to begin the design phase

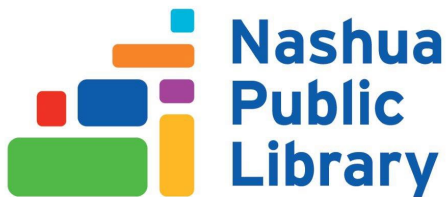
Reference Documents

[Library Facility Assessment Report](#)

[Library Facility Assessment Presentation](#)

[Minutes of Special Board of Aldermen with Presentation On Library Renovation](#)

[Library Strategic-plan - 2022-2024](#)



Library Card and Borrowing Policy

Approved by the Board of Library Trustees September 10, 2025

LIBRARY CARD

A library card is free to anyone who lives, works, owns property, attends school, or is retired from employment in Nashua. Spouses and minor children of Nashua employees (or retired employees) and property-owners are also eligible for free cards. Library cards are renewed every three years.

Residents of Nashua must present one of the following:

- Photo ID showing their name and residential address (usually a driver's license) **or**
- Photo ID showing their name (but wrong address or no address) plus one alternate form of ID showing their name and residential address (checkbook, rent receipt, car registration, phone bill, mail delivered by the post office, etc.) **or**
- Two alternate forms of ID showing their name and residential address (checkbook, rent receipt, car registration, phone bill, mail delivered by the post office, etc.).

Employees in Nashua must present a photo ID (or two alternate forms of ID) along with business cards, pay-check stubs, or letters from the employer which show their name and workplace. (Those retired from employment must bring in a letter from their past employer.)

Property owners in Nashua must present a photo ID (or two alternate forms of ID) and tax-bills showing their name and property address.

Students (adult) enrolled in Nashua must present either a school photo ID, or a non-school photo ID plus a tuition bill or letter from the teacher/headmaster/administration.

Those who reside in shelters or temporary housing in Nashua may obtain cards. They must present documentation from the housing facility which indicates they reside at the temporary housing. These cards are renewed annually.

Spouses/children of Nashua employees (or retired employees) and property-owners must be present with the taxpayer to whom they are related (and spouses must present ID).

Those who do not qualify for any of the above may purchase non-resident library cards for an annual fee of \$60. They must present a photo ID (or two alternative forms of ID) showing their name and address.

Children: Ages 5-11 must be accompanied by a parent or legal guardian in order to obtain a card. The parent/legal guardian must sign for the child and assume financial responsibility for materials borrowed on the card. The parents/guardians must present ID (as above).

Teens: Ages 12-17 assume financial responsibility for materials borrowed on their cards. They must present one of the following: a photo ID, class schedule, paystub/bill/mail.

Computer cards: Those who do not qualify for a free library card and wish to have computer access without borrowing materials may obtain a computer card. Proof of residency is not required, but a photo ID (or two alternate pieces of ID) is required of adults. See above (teens) for ID required of teens. A computer card may be upgraded to a regular borrower card when the customer meets the requirements, and a proper ID (per above) is presented.

BORROWING

Responsibilities

Cardholders must use their own library card to borrow material and are responsible for all material borrowed on their cards. The only exception is customers under the age of 12, for whom a parent or legal guardian is responsible. Cardholders may give permission for others to pick up their reserved material and museum passes. Replacement fees for lost or damaged material are the responsibility of the cardholder or parent/legal guardian. **Refer to NH RSA 201-D:11 for information on privacy of library records.**

Loan periods

Books, Audiobooks, Movies, Magazines and Videogames

3-week loan, 2 renewals

Books by Mail

4-week loan, 2 renewals

Digital Materials

Loan periods vary and are indicated in the app

Laptops: in house use only

3 hours, no renewals, see attached guidelines for use

Library of Things

3-week loan, 2 renewals, limit 2

Payments and borrowing privileges

Fees may be paid in person by cash or personal check or online using a credit or debit card. Online payments may be subject to a convenience fee to be paid by the customer.

Customers with an outstanding balance of \$150 or more or who have more than one lost item on their account will not be able to borrow materials until they make payments to reduce the balance to under \$150 and either return or pay for the lost item.

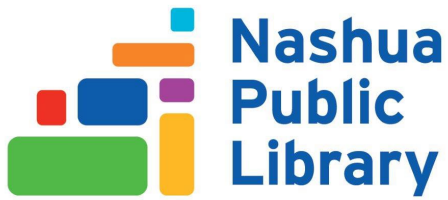
Refunds

Once a customer has paid the replacement fee for a lost or damaged item no refunds will be issued.

ADOPTED by the Board of Library Trustees

09/10/2025

David K. Pinsonneault, Secretary



Laptop Borrowing Agreement

By borrowing a laptop for use you are agreeing to abide by these guidelines

- Laptops are loaned on a first come, first served basis. They may not be reserved.
- You must have a valid Nashua Public Library card and be in good standing with the library (no fees greater than \$150) to borrow a laptop.
- Borrowers must be 11 years of age or older.
- Laptop borrowers must use their own library card to login.
- There is a daily time limit on computer use; customers may use their daily allotment on either a laptop or desktop computer or a combination of those. This limit is subject to change in response to customer demand.
- Laptops may not be removed from the library. Removing a laptop from the library will be considered theft, and the registered borrower could face criminal charges and/or the cost of replacement per RSA 202-A: 24 and suspension of library privileges.
- Security software has been installed which makes laptops inoperable outside of the library building.
- Laptops must not be left unattended. If you need to step away for any reason, please use a charging locker to secure it or speak with a staff member.
- Please return your laptop to the desk where you borrowed it at the end of your session.
- Please report any problems with the laptop to a staff member when you return it.
- Borrowers are responsible for complying with the library's computer use and code of conduct policies.
- If you are using a laptop at the end of the day, it must be returned 15 minutes prior to closing.

From the Office of
MAYOR JIM DONCHESS
CITY OF NASHUA

229 Main Street
P.O. Box 2019
Nashua, NH 03061



T: (603) 589-3260
F: (603) 594-3450
nashuamayor@nashuanh.gov

December 22, 2025

To: Daniel Healey, City Clerk
Tim Cummings, Director, Administrative Services
Liz Hannum, Director, Economic Development
Dawn Enwright, Chief Financial Officer
Steve Bolton, Corporation Counsel
Bobbie Bagley, Director, Public Health and Community Services
Matt Sullivan, Director, Community Development
Jennifer McCormack, Director, Library
Kevin Rourke, Chief of Police
Steve Buxton, Chief, Nashua Fire Rescue
Lisa Fauteux, Director, Public Works
Dr. Mario Andrade, Superintendent of Public Schools
Emily Martuscello, Director, Emergency Management

CC: Kevin Burgess, Chairman, Board of Fire Commissioners
James Tollner, Chairman, Board of Police Commissioners
Linda Laflamme, Chairman, Board of Library Trustees
Jennifer Bishop, President, Board of Education

Re: FY2027 Budget Guidelines

Dear Directors, Chairmen, and Commissioners:

Like many municipalities, Nashua continues to face financial challenges. In addition to contractual obligations, step increases, rising procurement costs, and other fixed costs, we are anticipating a 12% increase in medical benefits. With fringe benefits accounting for approximately 25% of our operating budget, this equates to a substantial increase and a significant overall impact.

We know our residents are also experiencing financial pressures during these uncertain economic times. The goal is to propose a budget that would deliver a tax rate increase of less than 6%. To achieve this, I am requesting that each department submit its proposed budget with an increase of no more than 3%, excluding fringe benefits.

Given our contractual obligations and fixed costs, we recognize that adhering to this guideline will be challenging for all departments. As a result, it is essential to thoroughly review our budgets and collaborate to identify cost-saving opportunities and allocate resources wisely.

Thank you in advance for your time and cooperation in preparing your FY2027 proposed budgets.

Sincerely,

A handwritten signature in cursive script, reading "Jim Donchess".

Jim Donchess
Mayor, City of Nashua

cc: Board of Aldermen

December 2025

Thursday, May 08, 2025 3:57 PM

Information Services

Info Desk

- The Information Services Supervisor conducted 14 hours of training with Customer Services staff who are learning how to work the Information Services desk. Trainees are in the process of doing on-desk practice sessions for the remainder of December and then they will be assigned shifts on the IS desk starting in January.

Programs/Outreach

IS team members will be facilitating new programs as part of the clubs roll-out for the new year:

- Reference Librarian, Stephanie Burke, will be leading a new program/club called The Writing Room on the first Thursday of each month, starting in Feb.
- Reference Librarian, Amanda Blair, will lead a Mah Jong Meetup group on the third Weds of the month, starting Jan 21.

Local History

- The Nashua Historical Society and the DAR chapter of Nashua will be loading in the inaugural exhibit in the rotating exhibit collaboration on Dec 19. The theme of the exhibit is "Celebrating our Revolutionary Past" to commemorate the 250th anniversary of the signing of the Declaration of Independence.

Programming and Marketing

New Clubs for 2026

We've announced the launch of four new clubs in the new year. They are:

Dominoes Social, Nashua LEGO User Group, Mahjongg Meetup, and Writer's Room.

They join our existing slate of monthly clubs and programs: All Abilities, Board Game Club, Fiber Friends, Morning BINGO, and Neurodiversity Nashua. (Not returning in 2026 is Coffee and Cribbage and BYOB Book Club.)

End of Year Stats

Across Facebook, Instagram, Twitter, and LinkedIn, we grew followers by **7%** over the year for a total of **11,314 followers** on those platforms. Including TikTok, the total numbers of followers is

We offered roughly **350 programs** and welcomed over **4,700 attendees**.

Tiny Film Festival Submissions Open on Jan. 1

Our 4th annual festival returns this year on Friday, March 20. Filmmakers of all ages can start submitting their films on January 1. Deadline to apply is March 1.

Information Technology

Computer Usage for October

	# of sessions	Vs Month Prior	Total Duration	Average Session
Adult	1178	-16%	50 days 17 hour(s)	1 hour(s)
Child	106	-6%	5 days 7 hour(s)	1 hour(s)
Teen	23	-39%	15 hour(s)	1 hour(s) 20 minute(s)
Laptops	58	-41%	5 days 18 hour(s)	1 hour(s) 20 minute(s)
Teen Maker	8	-238%	1 hour(s)	11 minute(s)
Total # sessions	1604	-17%		

Public Printing Stats for October

	Amount	Vs Month Prior
Color Pages	272	-206%
Greyscale Pages	2848	-56%
Total Pages	3121	-69%
Total Jobs	980	-72%

