

CITY OF NASHUA

Nashua Public Library Board of Trustees

Tuesday, February 3, 2026

7:00 PM

Nashua Public Library

2 Court Street

Nashua, New Hampshire 03060

LIBRARY BOARD OF TRUSTEES MEETING

AGENDA

1. Call to Order
2. Attendance
3. Public Comment
4. Approval of bills and trust fund requests
5. Approval of minutes from previous meeting
6. Staff Appointment
Juan Rivera, Part-time janitor. Start date 1/27/2026, starting salary \$18.3951 /hour (Grade 1, Step 4)
7. FY2027 Budget proposal
8. Policy review and approval: Donation/gift
9. New Business
10. Adjourn

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

LIBRARY BOARD OF TRUSTEES MEETING

February 3, 2026
7:00 P.M.

BILL SUMMARY

To be approved:		
Regular budget:	\$28,918.15	12/31/2025 – 01/29/2026
<u>Fines account:</u>	<u>\$138.65</u>	<u>12/31/2025 – 01/29/2026</u>
Grand Total	\$29,056.80	NPL INVOICES PAID

Trust Fund Requests:

<u>Bloomfield Fund</u>	<u>Purpose of Trust: General Library Purposes</u>
	Balance Available: \$71,274.72 (as of 09/30/2025)
	Amount requested \$15,000.00 For appraisal of the Burbank art collection



February 3, 2026

To: Library Board of Trustees

From: Jennifer McCormack, Director

RE: Bloomfield Trust request

Attached please find an invoice in the amount of \$15,000 from Linda Poras for her appraisal of the Burbank art collection. The Board previously approved the expenditure for this appraisal from the Burbank Trust, but it is the opinion of the Trust accountant that an appraisal does not meet the restrictions of the Burbank Trust.

Thank you for your consideration of this request.

Nashua Public Library Board of Trustees

January 6, 2026

7:00 PM

MINUTES

A meeting of the Nashua Public Library Board of Trustees was held Tuesday, January 6, 2026, scheduled at 7:00 PM at the Nashua Public Library, 2 Court Street, Nashua, NH, 03060

1. Call to Order

DRAFT

Chairman Laflamme called the meeting to order at 7:04 PM

2. Attendance

Present: Linda Laflamme, Kristin Kane, Scott Jaquith, John Kennedy, Library Director Jennifer McCormack, Assistant Library Director Jenn Hosking

One member of the public.

3. Public Comment

None.

4. Approval of bills and trust fund requests

Motion by Mr. Jaquith, seconded by Mr. Kennedy to approve the payment of the December bills from the regular budget for \$58,122.74 and the fines budget for \$626.26.

Vote: Yes 4, No 0

Motion: PASSED

Motion by Mr. Kennedy, seconded by Mr. Jaquith to approve

- \$2,105.93 be expended from the Burbank Trust to fund Burbank art appraisal work completed by Bryan Smith in December 2025
- \$700.00 be expended from Miscellaneous Donations to fund catering at the all-staff meeting planned for January 23, 2026

Vote: Yes 4, No 0

Motion: PASSED

5. Approval of minutes from previous meeting

Motion by Ms. Kane, seconded Mr. Kennedy to approve the December 2025 regular meeting minutes.

Vote: Yes 4, No 0

Motion: PASSED

6. Update on renovation and joint special committee

Director McCormack stated the RFP's for design services, owner's project manager and construction manager were released on December 23, 2025, and submissions are due January 21, 2026. Director McCormack attended a pre-bid meeting on January 5th that was well attended by potential bidders. She also updated the Board on the City's legal opinion regarding the joint special committee structure to include the Board of Alderman Infrastructure Committee in an advisory role and the Board of Trustees as the voting authority.

Motion by Mr. Kennedy, seconded by Ms. Kane to proceed with the joint special committee as outlined by the City's Corporation Counsel.

Vote: Yes, 4 No, 0

Motion: PASSED

Motion by Mr. Jaquith, seconded by Mr. Kennedy to accept designLab's final report of the space needs assessment.

Vote: Yes, 4 No, 0

Motion: PASSED

7. Policy review and approval: Donation/gift , Library card and borrowing

Director McCormack informed the Board that the Donation/Gift policy was inadvertently left out of the packet and will be presented at the next regular meeting.

Motion by Ms. Kane, seconded by Mr. Kennedy to approve the updates as presented to the library card and borrowing policy.

Vote: Yes 4, No 0

Motion: PASSED

8. Introduction of Trustee Candidate

Chairman Laflamme introduced Patty Dresner, a candidate for trustee. The Board agreed to nominate Ms. Dresner at a joint convention of the Board of Trustees and Board of Alderman at a forthcoming Board of Alderman meeting.

9. Other Business

Chairman Laflamme discussed the need to the secretary role.

Motion by Ms. Kane, seconded by Mr. Kennedy to nominate Mr. Jaquith to assume the position of secretary on the Board of Trustees.

Vote: Yes 6, No 0

Motion: PASSED

10. Adjourn

Motion by Mr. Kennedy, seconded by Ms. Kane to adjourn the meeting at 8:38 PM.

Vote: Yes 4, No 0

Motion: PASSED

Attest:



February 3, 2026
Director's Report

Department updates: see attached.

Building and Grounds:

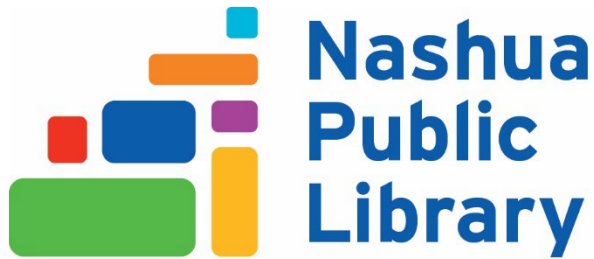
- **Sewer backup:** We experienced another minor sewer backup on Sunday, January 18th and had to close the building early. The city maintenance department was able to clear the clog using their own equipment and the library reopened on schedule on Tuesday, Jan. 20.
- **Building renovation:** The city received 33 responses to their RFPs for design, construction management and owner's project manager services for the library renovation project. A team of city staff (including me) are reviewing all of the submissions and selecting a set of finalists to interview, so we can bring recommendations to the Board of Trustees and Infrastructure committee at their first "joint special" meeting. I anticipate that meeting will be scheduled for late February, but a date has not been selected yet; we will need to discuss board member availability during the last week of February at the meeting.
- **Snow removal:** the city's facility department has assumed primary responsibility for snow removal at the library; our janitors and security guard are supporting that work by spreading sand and salt as needed on walkways. The city was very responsive to customer complaints last week about snowy walkways and are working with the owners of adjacent properties to ensure a safe parking lot and walkway for library customers.

Administration updates:

- **Staff appointment:** We received more than 30 applications for the vacant PT janitor position and after interviewing 5 candidates selected Juan Rivera for this position. Juan worked for the library previously under the supervision of a former employee and we are glad to welcome him back. At tonight's meeting the Board will vote to ratify Juan's appointment. This is one of the positions that will move to the city's new facility department at the beginning of the next fiscal year.
- **Burbank Appraisal completed:** A print copy of the appraisal by Ms. Poras was received in late January and will be available for your review at the 2/3/26 meeting. An electronic copy is available for your review in the Trustee Resources section of <https://www.nashualibrary.org/207/Board-of-Trustees> under the Burbank tab. A copy of this appraisal was sent to the city's Risk Management department, and I am working with them to have the Burbank pieces at city hall appraised.
- **Travel expenses, Public Library Association conference:** I would like to attend this national conference which is being held in Minneapolis this year; this biennial event is a valuable learning and networking experience. I anticipate my travel expenses will be approximately \$1800: we have sufficient funds in our budget for this conference, but I do need the Board's approval for this expenditure.
 - **\$600 airfare**
 - **\$900 hotels (4 nights)**
 - **\$75 ground transportation**
 - **\$200 meals**

Budget updates:

- **FY 2027 Budget:** Attached to this report is my proposed budget for FY27 and an accompanying memo highlighting some changes. This budget is due to the mayor immediately upon your approval.



January 27, 2026

TO: Board of Trustees

From: Jennifer McCormack, Director

RE: FY2027 budget proposal

My goals for preparing this year's proposal were to: maintain current level of services, begin laying groundwork for a potential move to a temporary location, and set aside funds for negotiated salary increases. I was able to meet all of those goals and stay within the mayor's guidance of no more than a 3% increase over last year, in part due to the fact that this budget encompasses changes related to the shift of building maintenance to the city's newly formed Facility Maintenance department. I left the affected lines in the budget proposal for reference.

Highlights of changes in this year's proposal:

Salaries:

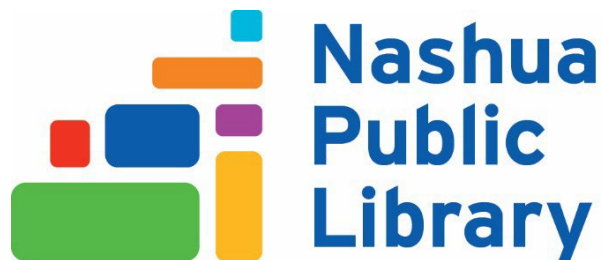
- Retains all current positions except for the 3 maintenance positions moving to city's facility department.
- Includes overtime budget sufficient for up to 50 Sundays as well as emergency overtime needs.
- Incorporates increases for unaffiliated staff that were recommended in 2024 compensation study conducted by city. (details included in salary spreadsheet)
- Includes a contingency for contract negotiations.

Operational budget changes:

- Lines highlighted in green are related to facility maintenance which will be the responsibility of the city going forward.
- Other Contracted services: we anticipate hiring a consultant for advice related to moving and storage of special collections.
- Utilities: rate increases as reported by the city
- Media: reduced to reflect decrease in circulation of some media collections

- Inventory supplies: increased to reflect actual spending, these are items we purchase for customer use inside the library
- Other collections: this is the budget for the Library of Things; we anticipate fewer purchases for that collection this year due to capacity and impending move
- Software licensing: anticipated annual increases
- Tech operations: budgeting for switch to cloud-based public printing/copying solution, adding new tech inventory software.
- Subscriptions: anticipated annual increases, additional content for Kanopy
- Computer equipment: Move to laptops for more staff and public computers, budgeting for new hardware purchases for anticipated move to new vendor for printing/copying, budgeting for other costs related to move to temporary location.

	2025 adopted budget	2026 adopted	2027 requested	
Wages all staff	2,103,887	2227619	2131531	
Overtime	65000	75000	80000	
Contingency for negotiations			53,661	
Total all salary and wages	2,168,887	2,152,619	2,265,192	
EDUCATIONAL ASSISTANCE	5,000	5,000	\$ 5,000	
POSTAGE METER RENTAL	1,210	1,210	\$ 915	
TELEPHONE-VOICE	2,000	1,500	\$ 1,200	
DUES AND MEMBERSHIPS	6,000	3,000	\$ 3,000	
TRAVEL	1,500	2,000	\$ 2,000	
MILEAGE REIMBURSEMENTS	1,500	1,500	\$ 1,000	
CONFERENCES AND SEMINARS	3,000	3,000	\$ 3,000	
PRINTING SERVICES	3,500	2,500	\$ 2,500	
POSTAGE & DELIVERY	10,000	10,000	\$ 10,000	
OTHER CONTRACTED SERVICES	25,000	-	\$ 15,000	
OFFICE SUPPLIES	5,000	4,000	\$ 4,000	
PRINTING SUPPLIES	1,000	600	\$ 600	
MARKETING & OUTREACH	4,500	4,000	\$ 4,000	
PROGRAM EXPENSES	10,000	9,000	\$ 9,000	
ELECTRICITY	99,000	154,000	\$ 150,000	projected usage * 23% increase
HEATING GAS	20,000	20,000	\$ 25,000	projected usage * 19% increase
WATER	5,000	5,000	\$ 5,000	
HVAC MAINTENANCE	20,000	25,000	\$ -	Facility Department change
BUILDING/GROUNDS MAINTENANCE	40,000	45,000	\$ -	Facility Department change
EQUIPMENT REPAIRS & MAINTENANCE	1,500	2,000	\$ 2,000	
TELEPHONE-CELLULAR	-	-		
CLOTHING & UNIFORMS	750	750	\$ 300	
CLEANING & JANITORIAL SUPPLIES	12,000	15,000	\$ -	Facility Department change
EQUIPMENT	35,000	50,000	\$ 50,000	
TRANSLATION SERVICES	1,500	1,500	\$ 1,500	
CHILDREN'S MEDIA	1,500	2,000	\$ 2,000	
PROGRAM EXPENSES	5,000	4,000	\$ 4,000	
MEDIA	15,000	15,000	\$ 12,000	
INVENTORY SUPPLIES	2,500	2,500	\$ 3,500	
PERIODICALS	10,000	10,000	\$ 10,000	
OTHER COLLECTIONS	5,000	4,000	\$ 3,000	
BOOKS	90,000	80,000	\$ 80,000	
SOFTWARE LICENSING	97,000	86,000	\$ 88,000	
COPIER MAINTENANCE CONTRACTS	1,800	2,000	\$ 2,000	
TECHNOLOGY OPERATIONS	26,000	22,000	\$ 22,000	
MISCELLANEOUS SUPPLIES	12,000	8,000	\$ 9,000	
SUBSCRIPTIONS	60,000	56,000	\$ 59,000	
COMPUTER EQUIPMENT	20,000	20,000	\$ 37,450	
Total non salary	659,760	677,060	626,965	
Total budget	2,828,647	2,829,679	2,892,157	
Target at 3%			2,991,792	
			(99,635)	



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 select items that accommodate the donor's subject preferences; individual titles specified by the donor 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 does not guarantee that any gift will remain a permanent part of the collection, furnishings, building or grounds. Surplus 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

12/02/2025

January 2026

Thursday, May 08, 2025 3:58 PM

Customer Services

Customer services staff are now working the info services desk, primarily to assist with tech help and ready-reference questions. So far things seem to be going well, though our staff are still learning as we proceed.

	December	November	October
New library cards issued	228	244	323
Door count	12,416	14,105	16,818
Digital items circulated	10,561	10,533	9,057
Digital borrowers (unique users)	1,828	1,831	1,849
Total items circulated, including digital	28,736	28,808	28,435
Total borrowers (unique users), including digital	4,183	4,304	4,456
Ratio of items to borrowers (digital only)	6 to 1	6 to 1	5 to 1
Ratio of items to borrowers (total)	7 to 1	7 to 1	6 to 1
On average, for every borrower who uses the library, 5-7 items are borrowed			

Information Services

Info Desk

- The Customer Services library assistants
 - They have been successfully trained and have been working at the IS desk for about three weeks now. They are still very much on the learning curve of taking in so much new information but it seems to be going smoothly so far.

Local History

- Digital conversion project
 - The project of digitizing 56 additional reels of microfilm for upload onto the Nashua Historical Newspapers page is complete. New additions include:
 - New Hampshire Telegraph 1832-1898
 - Nashua Daily Gazette 1872-1895
 - Nashua Herald/Oasis 1832-1855
- Research appointments
 - Access to the Hunt Room will shift slightly in the coming months. In order to book time to access the collections, users will have to specify what research they are doing and how it necessitates use of those special collections. This will help with the room being used as an overflow room when the bookable Chandler Wing rooms are unavailable.

Programs/Outreach

- New computer class
 - The IS team launched a new class called, Online Job Searching, last week. The class had 6 attendees and seemed to be filling a much needed gap in services for those who are out of work.

Programming and Marketing

Black History Month Programming

2026 marks the 100th anniversary of Black History Month, and we've put together a diverse array of programs to celebrate Black history, culture, and contributions.

- Sunday Cinema Classics: "The Defiant Ones"**
1958 classic film starring Sidney Poitier and Tony Curtis as chained-together escaped convicts.
- Douglass Day Transcribe-a-thon**
A nationwide transcription event. Featuring free birthday cake, a live Douglass Day broadcast, and archival material from the Colored Conventions Project.
- Recent Releases: "Sarah's Oil"**

The remarkable true story of eleven-year-old Sarah Rector, who fought for the rights to her oil-rich land in early 1900s Oklahoma.

- **Bead Therapy Workshop**

Led by Zangar Freeman, a first generation Liberian-American jewelry artist, educator, and veteran. Attendees will learn the basics of making beaded jewelry while honoring its roots in African culture.

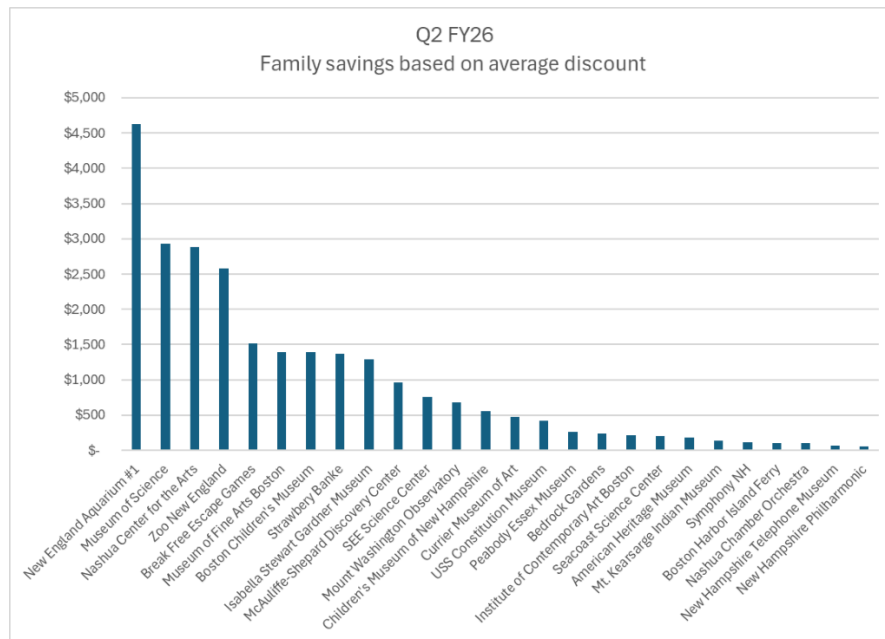
New Local Partnerships & Physical/Health Literacy

This month, we forged a new relationship with a woman-owned small business in Nashua, Z Club Fitness. The owner will be leading a Zumba class in February. This program also builds on our efforts to offer active, physical literacy programs, like our previous Pickleball, Yoga, Line Dancing, and Kickball events.

In related health literacy, Holly is working with Public Health for a special screening in March of brand new Menopause documentary. Following the screening, there will be panel discussion with experts.

Collection Maintenance/Museum Passes

Museum pass usage for FY26 Q2 is up from FY25 Q2, with 31 addition uses. 505 uses in Q2 represents a family saving of \$25,676, displayed in the chart below.



Information Technology

- Evaluating inventory systems for IT equipment
- Evaluating remote support software

Computer Usage for December

	# of sessions	Vs Month Prior	Total Duration	Average Session
Adult	953	-24%	39 days 17 hour(s)	1 hour(s)
Child	104	-2%	4 days 1 hour(s)	1 hour(s)
Teen	10	-130%	7 hour(s)	44 minute(s)
Laptops	47	-23%	2 days 18 hour(s)	1 hour(s) 24 minute(s)
Teen Maker	7	-14%	2 hour(s)	25 minute(s)
Total # sessions	1121	-43%		

Public Printing Stats for December

	Amount	Vs Month Prior
Color Pages	361	25%
Greyscale Pages	2608	-9%
Total Pages	2969	-5%
Total Jobs	944	-4%

