

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

LIBRARY BOARD OF TRUSTEES MEETING
NPL
March 1, 2022
7:00 P.M.

AGENDA

1. Public comment
2. Review of monthly bills and trust fund requests
3. Approval of minutes from February meeting
4. Policy updates
 - a) Meeting room use
 - b) Code of Conduct
5. Proposed FY23 budget
6. Reconsideration request
7. FY23 Calendar approval
8. Other business

REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE NASHUA PUBLIC LIBRARY

A regular meeting of the Board of Library Trustees was held at 7:00 pm on February 1, 2022, in the large meeting room at the Nashua Public Library, 2 Court Street, Nashua, New Hampshire.

Trustees present were:

Linda Laflamme (Chair)
Paul Bergeron
Padmaja Kunapareddy
David Pinsonneault
Manny Espitia

Also present was Library Director Jen McCormack and Assistant Library Director Jenn Hosking, who took the minutes. Two members of the public were present.

Chairman Laflamme called the meeting to order at 7:01 pm.

Public comment period: Beth Scaer shared a concern about a book in the library collection.

The Board examined the bills and, upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Espitia, unanimously:

RESOLVED that bills in the amount of **\$30,567.74** be approved for payment from the **Regular** budget and bills in the amount of **\$282.52** be approved for payment from the **Fines** budget.

Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kunapareddy, the Board unanimously **approved the following trust fund expenditures:**

- **\$400 from Miscellaneous Donations to purchase summer reading t-shirts for staff**
- **\$3,000 from Miscellaneous Donations to fund library concerts in FY23**

- **\$2,000 from the Bloomfield Trust to fund 2022 Nashua Reads programs**

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Bergeron, the Board unanimously **approved the minutes of the January 4, 2022.**

The presentation by Doria Brown, Energy Manager for the City of Nashua, was postponed to the March meeting.

Upon a motion duly made by Mr. Bergeron, seconded by Ms. Kunapareddy, the Board unanimously **approved the appointment of:**

Lori Silva, Library Assistant in Youth Services

Start date: 02/14/22

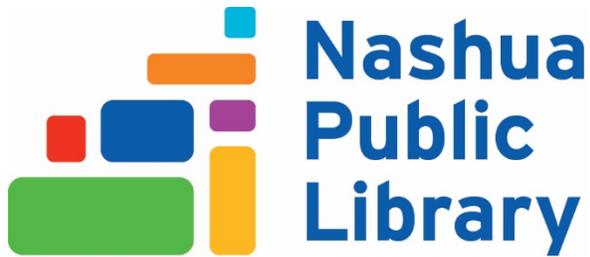
Starting salary: \$38,701 annually

There being no further business to come before the Board, upon a motion duly made by Mr. Espitia, seconded by Mr. Bergeron, the Trustees unanimously:

RESOLVED: That the meeting be adjourned at 7:11 pm.

Attest _____

David K. Pinsonneault, Secretary



March 1, 2022
Director's Report

Buildings and Grounds

- **HVAC:** Major repairs are needed on our HVAC system, the controller for the air handler that supplies air to the central part of the building has failed. This piece of equipment was installed more than 30 years ago and we had already identified it as needing replacement. Palmer and Sicard are working with Johnson Controls on a quote for replacement as a phased project but as of the writing of this report that quote is not available. Currently the air handler is operating constantly instead of in response to the demand for heated or fresh air but I have the ability to manually turn it off if I need to. Once I have the quote I'll work with the Mayor and CFO and Ms. Laflamme to identify funding sources for this repair.
- **Building Assessment:** The Mayor is introducing legislation that would provide city funding in the amount of \$44,000 for the building assessment, I think that the first reading may happen next week (3/8). He advises that we will need 10 votes for this measure to pass so I have been reaching out to individual Aldermen to explain the project and ask for their support and it would be helpful if the Trustees could do the same.

Administration updates

- **Updates from city:** The city's mask requirement was not extended and expired on 2/28/2022. I expect that at the time the Mayor will also lift the mask requirement for city buildings that he imposed back in August, 2021. If and when he takes that step we will no longer be requiring masks for staff or customers although staff can still choose to

do so when social distancing is not possible or any time they feel more comfortable.

The library has purchased a small supply of KN95 masks for staff use.

- **Budget guidelines:** I received budget guidelines from the CFO on February 11, because the library submitted a level budget in the last cycle we are able to submit a budget that includes negotiated salary amounts and other modest increase like costs for landscaping services without making reductions in other lines. The budget that I am presenting for your vote tonight maintains current staffing levels, preserves Sunday hours, includes anticipated software cost increases and funding for landscaping services. Budget meetings with the Mayor and CFO will begin in early April.
- **Strategic plan:** Jenn and I are working with department heads and coordinators on creating an action plan for the first 2 years of the new strategic plan and will host an all-staff meeting this spring to finalize it. Once that plan is ready it will be shared with the Board.

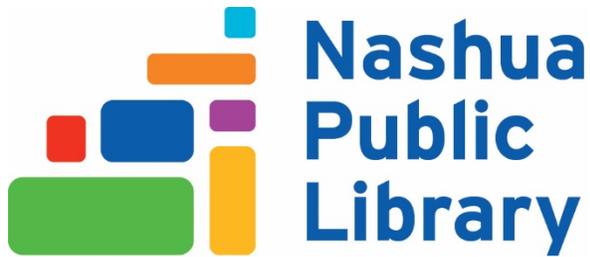
Digital collection snapshot fiscal year 2022 to date

Kanopy views: 4,962

Hoopla checkouts: 6,754

Overdrive checkouts: 43,315

Tumblebooks and TeenCloud views: 4,687



Adopted by the Nashua Public Library Board of Trustees on 03/01/2022

Meeting Room Policies and Procedures

If your group meets our eligibility guidelines below you can reserve a large community room online or in person at the Chandler Wing desk. Our small meeting rooms can be reserved in person or by phone. If you have any questions about the rooms, policies or reservation procedures, call 589-4603.

Eligibility Guidelines:

Library programs and activities have absolute priority over all other uses and are not covered under these policies and procedures.

Eligibility for community rooms: Large Meeting, Medium Meeting, Activity Room, Conference, Computer Training Room and Theater

These meeting rooms at the Nashua Public Library are available free of charge to any non-profit or governmental entities for meetings or programs of an educational, cultural, charitable or civic nature during library hours. Profit-making entities are not permitted to use these meeting rooms. Programs involving the sale, advertising or promotion of commercial products or services, or programs sponsored by a business firm are prohibited even if they are free and open to the public. This includes groups offering free introductory lectures prior to a paid course of instruction. Nonprofit groups may engage a speaker from a business as long as the speaker and the nonprofit group do not sell, advertise, or promote commercial products or services during their program/meeting. Please call 589-4603 to reserve the computer training room. The other rooms may be booked in person or online at www.nashualibrary.org/visit/meeting-rooms/.

Eligibility for rooms Small Meeting #1 and Small Meeting #2:

These rooms are available for use by small groups and individuals regardless of whether they are for-profit or nonprofit. The rooms can be reserved up to 3 days in advance: groups or individuals using the study rooms are limited to 2 hours per day. The small meeting rooms can only be reserved via telephone at 589-4603 or in person.

Meeting Room Policies:

Groups using our meeting spaces agree to follow the following rules. Exceptions to these can only be made by the Library Administration (Director or Assistant Director).

- Groups/Individuals will adhere to the Library Code of Conduct which is available online and in the Administration office.
- Food is not allowed in the library's meeting rooms except in the Activity Room and Theater 
- Drinks with a secure cover are permitted in all of the library's meeting rooms.
- Payment of dues, admission fees or donations as a condition of attending a meeting is prohibited. All activities must be confined to the meeting room. Approaching library customers for the purpose of encouraging participation in the group's activities is prohibited. Fliers, brochures or other printed information should remain in the meeting room.
- Permission to use a library meeting room does not constitute endorsement of a group's philosophy or objectives by the Nashua Public Library. Display advertisements and posters for meetings or programs must not state or imply that an event is endorsed or sponsored by the library. All such posters or flyers are subject to review by the library administration and must be submitted to the Chandler Wing desk to be approved and posted on the library's bulletin boards by library staff.
- No signs are permitted on the library grounds except up to two directional signs with the name of the meeting and location may be hung in the building. Such signs must be typed and must be removed at the end of the meeting.
- Any damage to or loss of library property resulting from a meeting or program will be the responsibility of the organization that booked the room.
- Groups are responsible for setting up chairs and tables if necessary and returning them to their original location after the meeting.
- All meeting rooms should be left in a clean and orderly condition. If food is served (allowed with advance arrangements in the Activity Room and theater only) the group must sweep or vacuum the floor and wipe down all tables and counters after the meeting.
- Internet access is available in all of the meeting and study rooms.
- Printing to our public printers is available from anywhere in the building. Charges do apply.
- If, in the opinion of the Library Director, the presence of a police officer is necessary or advisable the group using the library meeting space will hire one or more at their own expense.
- The library reserves the right to relocate a group to the room most suited for its size and function.
- In case of circumstances beyond our control (e.g., inclement weather or loss of power) the library reserves the right to cancel any meeting, event or program.
- Reserving a meeting room will be considered a group's understanding of and agreement to follow these rules and regulations.
- Reservations may be forfeited if a group/individual does not arrive within 15 minutes of reservation start time. The library should be informed of cancellations as soon as possible.

Equipment policies:

- The podium is available for use by any non-profit group using one of our meeting rooms.
- The projector and sound system in the theater are available for use by any group who has reserved that room; connecting cables and instruction for use are available at the Chandler Desk.
- The large screen monitors in the meeting rooms are available for use by any group who has reserved our rooms; connecting cables and instruction for use are available at the Chandler Desk.
- Whiteboards are available for use by anyone using our rooms.
- Use of the stage is reserved for library or Friends of the Library events
- Use of the portable BOSE sound system is reserved for library or Friends of the Library events.
- The piano is reserved for use for library and Friends of the Library events, and events hosted by non-profit music schools or groups

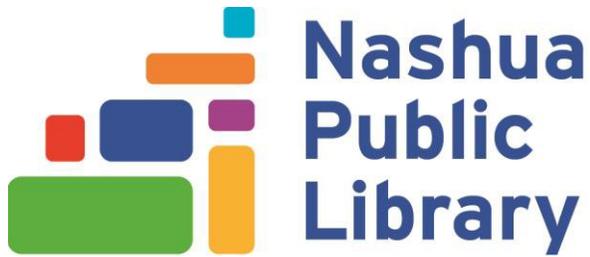
Additional policies for computer training room:

Prior approval by Library Administration is required for installation of software on computers in the Training Room. Installation must be done by library staff.

ADOPTED by the Board of Library Trustees

02/04/2020

David K. Pinsonneault, Secretary



Approved by the Board of Trustees March 1, 2022

Code of Conduct

The United States Court of Appeals decision (Kreimer vs. Bureau of Police for the Town of Morristown, N.J., 1992) found that a library is a “limited public forum” created for the specific purpose of providing public access to materials. Further, the library may draft rules of behavior that assure that the library is used for the general purposes for which it is intended.

Guidelines

The Nashua Public Library will uphold all state laws and local ordinances in regard to public behavior.

Customers shall be engaged in activities associated with the use of a public library while in the building.

The following activities are not associated with public library use and are not permitted:

- Smoking, including electronic cigarettes, on library property
- Sleeping
- Bringing animals into the library (except certified service animals)
- Abusing or vandalizing library facilities, equipment or materials
- Using restrooms for washing clothes, bathing, shaving or illegal activities
- Soliciting funds or offering any goods or services for sale (unless authorized by the library Director)
- Public intoxication

Customers will not interfere with another person's use of the library or with the library staff's performance of their duties and will follow all instructions given by library staff

Customers must wear proper covering clothing, including shirts and shoes, while on library property to protect health and safety.

Customers are responsible for their own belongings at all times and should not leave them unattended; at no time will library staff store customer belongings.

The library may limit the number and size of bags brought into the building so that they do not interfere with others' use of the library or impact safe passage throughout the building. The library reserves the right to further limit bags that are in poor condition or contain items with a strong odor.

Food is only allowed in designated areas of the Chandler Wing and outside on the library plaza

The library's Teen Room is intended for use by customers aged 11-17; adults or younger children in that room may be asked to relocate to other areas of the building

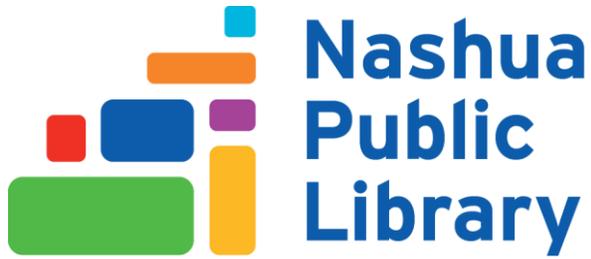
Children under the age of eight may not be left alone in the library and must be actively supervised by a parent/guardian or assigned chaperone. Responsibility for all children using the library rests with the parent/guardian or assigned chaperone and not with library personnel.

If a child under the age of 16 is still in the library when the building closes library staff will contact the Nashua Police Department for assistance and 2 staff members will remain with the child until the police or parents/guardian arrive.

Adults unaccompanied by a child and who do not require materials from the Children's area or help from staff in that department will be asked to relocate to other areas of the library.

Any person violating any of these guidelines may lose library privileges, be asked to leave the library building and/or library grounds or be subject to legal action.

ADOPTED by the Board of Library Trustees
March 1, 2022



March 1, 2022

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

Amount: \$200 library branded gear for staff

Purpose: The library would like to purchase library branded t-shirts and water bottles for staff to wear/use at programs, events and as general marketing during the spring/summer months. Due to the change in vendors and gear an additional \$200 is being requested to the \$400 already approved at the February 3, 2022 meeting.

NPL FISCAL YEAR 2023 Calendar

2022

July 2	Saturday	Closed for Independence Day weekend
July 3	Sunday	Closed for Independence Day weekend
July 4	Monday	Independence Day
September 3	Saturday	Closed for Labor Day Weekend
September 4	Sunday	Closed for Labor Day Weekend
September 5	Monday	Labor Day (closed)
September 6	Tuesday	Board of Trustees meeting
October 4	Tuesday	Board of Trustees meeting
November 1	Tuesday	Board of Trustees meeting
November 11	Friday	Closed for Veteran's Day
November 23	Wednesday	<i>***Early Closing – 5:30***</i>
November 24	Thursday	Thanksgiving Day (closed)
November 25	Friday	Day after Thanksgiving (closed)
December 6	Tuesday	Board of Trustees meeting
December 24	Saturday	Christmas Eve (closed)
December 25	Sunday	Christmas Day (closed)
December 26	Monday	Christmas Day (observed)
December 31	Saturday	<i>***Early Closing – 2:00***</i>

2023

January 1	Sunday	New Year's Day (closed)
January 2	Monday	New Year's Day (observed)
January 3	Tuesday	Board of Trustees meeting
January 16	Monday	Martin Luther King, Jr. Day (closed)
February 7	Tuesday	Board of Trustees meeting
February 19	Sunday	Closed for President's Day weekend
February 20	Monday	President's Day (closed)
March 7	Tuesday	Board of Trustees meeting
April 4	Tuesday	Board of Trustees meeting
April 23-29		National Library Week!
May 2	Tuesday	Board of Trustees meeting
May 27	Saturday	Closed for Memorial Day weekend
May 28	Sunday	Closed for Memorial Day weekend
May 29	Monday	Memorial Day (closed)
June 6	Tuesday	Final Board of Trustees meeting (recess until Sept.)
June 19	Monday	Juneteenth (closed)

Paid Holidays are in **bold type**