

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

**LIBRARY BOARD OF TRUSTEES MEETING**

April 6, 2021  
7:00 P.M.

WEBEX Meeting Information:

**Join by phone**

1-415-655-0001 US Toll

Meeting number: 182 469 9911 Meeting password: 66435334

**AGENDA**

1. Review of monthly bills and trust fund requests
2. Approval of Minutes from March meeting
3. Reopening next phase discussion
4. FY2022 Calendar
5. 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 March 2, 2021. Due to the library's closure to the public related to COVID-19 the meeting was held virtually using Cisco Webex Meetings.

Trustees present were:

Linda Laflamme (Chairman)  
David Pinsonneault  
Scott Jaquith  
Kristin Kane  
Paul Bergeron  
Padmaja Kunapareddy

Also present were Library Director Jennifer McCormack, Assistant Director Jenn Hosking, who took the minutes. Two members of the public joined via phone.

Chairman Laflamme called the meeting to order at 7:03 pm.

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

RESOLVED that bills in the amount of **\$41,222.30** be approved for payment from the FY2020 **Regular** budget and bills in the amount of **\$14.95** be approved for payment from **the Fines** budget.

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Padmaja Kunapareddy  
Scott Jaquith  
Kristin Kane  
David Pinsonneault  
Paul Bergeron

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

- **\$200 from Miscellaneous Donations to Joshua Tepley for the program “Does the Truth Matter?” to take place April 14, 2021.**
- **\$2,500 from the Bloomfield Trust to fund programming for the 2021 Nashua Reads series.**

Upon a motion duly made by Mr. Jaquith, seconded by Mr. Pinsonneault, the Board unanimously **approved the minutes of the February 2, 2020 meeting.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Padmaja Kunapareddy  
Scott Jaquith  
Kristin Kane  
David Pinsonneault  
Paul Bergeron

Director McCormack shared the library’s budget proposal for FY2022. The City requested a level funded budget. This budget includes filling some vacant staff positions as well as shifting funds between some budget lines on the operational side to reflect trends in collection usage. In addition it includes funding to open the library on Sundays from September to May.

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Bergeron, the Board unanimously **moved to accept the FY2022 budget proposal as presented by Director McCormack.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Padmaja Kunapareddy

Scott Jaquith  
Kristin Kane  
David Pinsonneault  
Paul Bergeron

Director McCormack presented a proposal to contract with a consultant to lead the library in development of a new strategic plan. In conjunction Director McCormack requested the Board hire a firm to conduct a facilities assessment and assist in the development of a facility master plan to guide repairs and improvements to the library building and grounds over the next 10-15 years. The Director recommended these projects be supported by some of the library's unrestricted trust funds. Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Bergeron, the Board unanimously **approved the Director to move forward with RFPs for a strategic plan and facilities assessment.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Padmaja Kunapareddy  
Scott Jaquith  
Kristin Kane  
David Pinsonneault  
Paul Bergeron

The Board reviewed a revised draft of the library's investment policy as presented by Boston Advisors. Upon a motion duly made by Ms. Kane, seconded by Ms. Kunapareddy, the Board unanimously **accepted the proposed revisions to the investment policy.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Padmaja Kunapareddy  
Scott Jaquith  
Kristin Kane  
David Pinsonneault  
Paul Bergeron

In other business the Board voted to nominate Mr. Pinsonneault for another term as Trustee since his current term is set to expire on March 31, 2021. Upon a motion duly made by Mr. Bergeron, seconded by Ms. Kane, the Board voted unanimously **to nominate Mr.**

**Pinsonneault for another term as Trustee.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Padmaja Kunapareddy  
Scott Jaquith  
Kristin Kane  
David Pinsonneault  
Paul Bergeron

Director McCormack will submit a request for joint convention to the Board of Aldermen.

Director McCormack shared the success of the library's reopening on March 1<sup>st</sup>. She and Assistant Director Jenn Hosking are gathering input from staff on plans reopen the children's and teen rooms later this spring. They will present a proposed date of reopening of those spaces to the Board at the April meeting.

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

RESOLVED: That the meeting be adjourned at 7:59 pm.

Attest \_\_\_\_\_

David K. Pinsonneault, Secretary

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

**LIBRARY BOARD OF TRUSTEES MEETING**

April 6, 2021  
7:00 P.M.

**BILL SUMMARY**

To be approved:

Regular budget: \$ **27,840.56** 3/01/2021 – 3/31/2021

Fines account: \$ **313.92** 3/01/2021 – 3/31/2021

**Grand Total \$ 28,154.48 NPL INVOICES PAID**

Trust Fund Requests:

There are no Trust Requests this month

ACCT-UNIT	ACCOUNT	DESCRIPTION	Post Date	INVOICE	Amt. paid	Vendor Name
79.1.500	55109	TELEPHONE-VOICE	3/11/2021	954044780-048	\$ 50.83	SPRINT
79.1.500	55200	DUES AND MEMBERSHIPS	3/12/2021	07000 EYMAN 2021	\$ 80.00	NH LIBRARY ASSOCIATION
79.1.500	55607	POSTAGE & DELIVERY	3/12/2021	POSTAGE 03-08-2021	\$ 900.00	US POSTAL SERVICES
79.1.500	61100	OFFICE SUPPLIES	3/16/2021	218478541	\$ 29.86	WB MASON CO INC
79.1.500	61650	COPIER SUPPLIES	3/16/2021	218478541	\$ 29.03	WB MASON CO INC
79.1.500	68322	PROGRAM EXPENSES	3/1/2021	1P1N-6YF1-7VMJ	\$ 72.14	AMAZON CAPITAL SERV (CITY ACH)
79.1.500	68322	PROGRAM EXPENSES	3/5/2021	CONCERT 3-24-21	\$ (500.00)	JOSEE VACHON
79.1.500	68322	PROGRAM EXPENSES	3/9/2021	PETTYCASH LIB 3-2-21	\$ 17.81	PETTY CASH
79.1.500	68322	PROGRAM EXPENSES	3/9/2021	CONCERT 3-24-21	\$ 350.00	JOSEE VACHON
79.1.720	54100	ELECTRICITY	3/11/2021	8000184-01-4-1FEB21	\$ 4,915.39	EVERSOURCE
79.1.720	54114	HEATING GAS	3/9/2021	44534689-44156715JAN21	\$ 1,643.09	SPRAGUE RESOURCES LP
79.1.720	54114	HEATING GAS	3/23/2021	44534689-44156715MAR21	\$ 1,442.22	LIBERTY UTILITIES
79.1.720	54141	WATER	3/23/2021	100012767-991FEB21	\$ 224.31	PENNICHUCK WATER WORKS INC
79.1.720	54243	HVAC MAINTENANCE	3/29/2021	15670	\$ 782.00	PALMER & SICARD INC
79.1.720	54280	BUILDING/GROUNDS MAINTENANCE	3/9/2021	6000900607	\$ 314.64	STANLEY CONVERGENT SECURITY
79.1.720	54280	BUILDING/GROUNDS MAINTENANCE	3/17/2021	2873097	\$ 114.00	JP PEST SERVICES LLC
79.1.720	54280	BUILDING/GROUNDS MAINTENANCE	3/18/2021	21-03-442	\$ 206.25	NORTHEAST DOOR CORP
79.1.720	54280	BUILDING/GROUNDS MAINTENANCE	3/23/2021	3660B	\$ 752.00	R B LEWIS FIRE CONTROL SYSTEMS
79.1.720	54280	BUILDING/GROUNDS MAINTENANCE	3/24/2021	9501	\$ 30.08	LOWE'S HOME CENTERS LLC
79.1.720	61428	CLEANING & JANITORIAL SUPPLIES	3/17/2021	28879	\$ 504.16	NEW ENGLAND PAPER & SUPPLY
79.1.720	61428	CLEANING & JANITORIAL SUPPLIES	3/18/2021	1KCD-KHHR-XTW9	\$ 84.99	AMAZON CAPITAL SERV (CITY ACH)
79.1.720	61428	CLEANING & JANITORIAL SUPPLIES	3/29/2021	S130250660.001	\$ 156.81	REXEL USA INC
79.1.720	61428	CLEANING & JANITORIAL SUPPLIES	3/29/2021	S130250660.002	\$ 24.72	REXEL USA INC
79.1.720	71000	EQUIPMENT	3/6/2021	1GXD-D9DY-MF6F	\$ 49.99	AMAZON CAPITAL SERV (CITY ACH)
79.1.720	71000	EQUIPMENT	3/8/2021	1HCK-H1DH-F9MP	\$ 66.22	AMAZON CAPITAL SERV (CITY ACH)
79.1.750	68322	PROGRAM EXPENSES	3/1/2021	1XXN-Q9T6-CJFL	\$ 41.70	AMAZON CAPITAL SERV (CITY ACH)
79.1.750	68322	PROGRAM EXPENSES	3/1/2021	YOUTH SRP REIM 2/25/21	\$ 61.91	ASHLEE NORWOOD
79.1.750	68322	PROGRAM EXPENSES	3/9/2021	PETTYCASH LIB 3-2-21	\$ 63.21	PETTY CASH
79.1.750	68322	PROGRAM EXPENSES	3/17/2021	SRP REIMB 3/15/21	\$ 34.99	KRISTEN MURPHY
79.1.750	68322	PROGRAM EXPENSES	3/29/2021	YOUTH SRP REIM 3/24/21	\$ 305.71	ASHLEE NORWOOD
79.1.755	61814	MEDIA	3/3/2021	500083562	\$ 18.44	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/3/2021	500083563	\$ 38.58	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/3/2021	500083564	\$ 168.52	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/3/2021	500083566	\$ 259.97	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/9/2021	51664113	\$ 56.99	INGRAM LIBRARY SERVICES LLC
79.1.755	61814	MEDIA	3/10/2021	2035797596	\$ 54.98	BAKER & TAYLOR, INC
79.1.755	61814	MEDIA	3/15/2021	500121869	\$ 169.38	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/15/2021	500121960	\$ 128.30	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/15/2021	500121961	\$ 18.44	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/18/2021	51871643	\$ 303.94	INGRAM LIBRARY SERVICES LLC
79.1.755	61814	MEDIA	3/22/2021	500163656	\$ 206.77	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/22/2021	500163657	\$ 132.83	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/23/2021	2035821023	\$ 243.95	BAKER & TAYLOR, INC
79.1.755	61814	MEDIA	3/24/2021	500186192	\$ 297.06	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/24/2021	500186194	\$ 133.54	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/24/2021	500186195	\$ 155.64	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/24/2021	500186196	\$ 237.30	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/25/2021	2035841209	\$ 250.65	BAKER & TAYLOR, INC
79.1.755	61814	MEDIA	3/29/2021	500215354	\$ 35.59	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/29/2021	500215355	\$ 261.83	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/29/2021	500215356	\$ 87.70	MIDWEST TAPE LLC
79.1.755	61814	MEDIA	3/30/2021	500022684	\$ 227.14	MIDWEST TAPE LLC

79.1.760	61807	PUBLICATIONS	3/2/2021	5016769704	\$ 262.65	BAKER & TAYLOR, INC
79.1.760	61807	PUBLICATIONS	3/2/2021	5016779085	\$ 360.29	BAKER & TAYLOR, INC
79.1.760	61807	PUBLICATIONS	3/8/2021	51394099	\$ 125.74	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/8/2021	51498551	\$ 48.22	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/8/2021	51585241	\$ 744.74	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/8/2021	51626503	\$ 38.01	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/8/2021	199C-MKMOV-4FMP	\$ 26.94	AMAZON CAPITAL SERV (CITY ACH)
79.1.760	61807	PUBLICATIONS	3/9/2021	5016754859	\$ 55.39	BAKER & TAYLOR, INC
79.1.760	61807	PUBLICATIONS	3/9/2021	5016784142	\$ 583.22	BAKER & TAYLOR, INC
79.1.760	61807	PUBLICATIONS	3/9/2021	51664113	\$ 91.01	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/10/2021	5016792705	\$ 253.08	BAKER & TAYLOR, INC
79.1.760	61807	PUBLICATIONS	3/10/2021	51712485	\$ 99.26	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/10/2021	1HLN-HDJX-3VKX	\$ 38.55	AMAZON CAPITAL SERV (CITY ACH)
79.1.760	61807	PUBLICATIONS	3/10/2021	1L7J-R3CM-GH3R	\$ 12.23	AMAZON CAPITAL SERV (CITY ACH)
79.1.760	61807	PUBLICATIONS	3/12/2021	1CCF-CJLK-QM9W	\$ 14.91	AMAZON CAPITAL SERV (CITY ACH)
79.1.760	61807	PUBLICATIONS	3/15/2021	24399515	\$ 232.10	LEXISNEXIS MATTHEW BENDER
79.1.760	61807	PUBLICATIONS	3/15/2021	67977604	\$ 39.71	HARPER COLLINS PUBLISHERS LLC
79.1.760	61807	PUBLICATIONS	3/17/2021	51844767	\$ 899.41	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/17/2021	51844768	\$ 14.80	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/18/2021	5016802917	\$ 325.83	BAKER & TAYLOR, INC
79.1.760	61807	PUBLICATIONS	3/18/2021	5016809780	\$ 136.59	BAKER & TAYLOR, INC
79.1.760	61807	PUBLICATIONS	3/18/2021	51871643	\$ 27.10	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/19/2021	51924591	\$ 343.34	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/24/2021	FRENCH BOOKS WS26693	\$ 163.87	KERSTEN MATERA
79.1.760	61807	PUBLICATIONS	3/25/2021	51972873	\$ 146.14	INGRAM LIBRARY SERVICES LLC
79.1.760	61807	PUBLICATIONS	3/29/2021	DKBF-845-20	\$ 424.00	D K AGENCIES P LTD
79.1.760	61807	PUBLICATIONS	3/31/2021	I2021-1	\$ 500.00	ACTRACE
79.1.760	61807	PUBLICATIONS	3/31/2021	5016823858	\$ 929.00	BAKER & TAYLOR, INC
79.1.760	61821	PERIODICALS	3/9/2021	2102153	\$ (414.00)	EBSCO INFORMATION SERVICES
79.1.760	61821	PERIODICALS	3/9/2021	210757	\$ (30.90)	EBSCO INFORMATION SERVICES
79.1.760	61821	PERIODICALS	3/15/2021	2102888	\$ 26.40	EBSCO INFORMATION SERVICES
79.1.770	54428	TECHNOLOGY OPERATIONS	3/5/2021	9874066263	\$ 40.01	VERIZON WIRELESS
79.1.770	54428	TECHNOLOGY OPERATIONS	3/8/2021	1000107743	\$ 1,704.69	OCLC INC
79.1.770	54428	TECHNOLOGY OPERATIONS	3/9/2021	17861	\$ 1,845.00	ZOOBEAN INC
79.1.770	54428	TECHNOLOGY OPERATIONS	3/16/2021	1068708	\$ 53.00	PACIFIC TELEMAGEMENT SERVICE
79.1.770	54428	TECHNOLOGY OPERATIONS	3/16/2021	1070598	\$ 53.00	PACIFIC TELEMAGEMENT SERVICE
79.1.770	54428	TECHNOLOGY OPERATIONS	3/22/2021	8773200811555121 MAR21	\$ 243.35	COMCAST CABLE COMMUNICATIONS i
79.1.770	61299	MISCELLANEOUS SUPPLIES	3/1/2021	21042	\$ 435.00	GENERAL BOOK COVERS
79.1.770	61299	MISCELLANEOUS SUPPLIES	3/1/2021	11FD-1H3P-6L9P	\$ 53.59	AMAZON CAPITAL SERV (CITY ACH)
79.1.770	61299	MISCELLANEOUS SUPPLIES	3/9/2021	PETTYCASH LIB 3-2-21	\$ 57.97	PETTY CASH
79.1.770	61299	MISCELLANEOUS SUPPLIES	3/15/2021	130973369	\$ 459.72	ULINE
79.1.770	61299	MISCELLANEOUS SUPPLIES	3/17/2021	71293	\$ 42.00	ALPHAGRAPHICS
				<b>TOTAL</b>	<b>\$ 27,840.56</b>	



ACCT-UNIT	ACCOUNT	DESCRIPTION	Post Date	INVOICE	Amt. Paid	Vendor Name
79.409	61807	PUBLICATIONS	3/4/2021	REIMBURSE 02/11/21	\$ 45.00	DUMMER PUBLIC LIBRARY
79.409	61807	PUBLICATIONS	3/12/2021	REIMBURSE 02/24/21	\$ 146.00	DARTMOUTH COLLEGE
79.409	61807	PUBLICATIONS	3/19/2021	LOST DVD REIMB 3-17-21	\$ 22.49	PORTSMOUTH PUBLIC LIBRARY
79.409	61807	PUBLICATIONS	3/24/2021	LOST ILL REIMB 3-27-21	\$ 39.99	PORTSMOUTH PUBLIC LIBRARY
79.409	61807	PUBLICATIONS	3/26/2021	PURCELL REFUND 3-30-21	\$ 31.95	ELIZABETH PURCELL
79.409	61814	MEDIA	3/18/2021	51871643	\$ 28.49	INGRAM LIBRARY SERVICES LLC
				<b>Total</b>	<b>\$ 313.92</b>	

**City of Nashua, New Hampshire  
Library Trust Funds  
Total Income Available by Fund  
February 28, 2021**

		Fidelity Investments Principal Cash & Investments (Market Value)*	Fidelity Investments Principal Cash & Investments (Cost Basis)*	Fidelity Invested Income (Market Value)**	Fidelity Income Cash Account	Fidelity Investments - Income Cash Accrued Income	Citizens Trust Fund Income Cash	Encumbrance Balance (approximate at 2-28-2021)	Due To/From General Fund	Income Cash Available Bal (excludes Invested Income)
TF79.7535	Hunt	56,575.04	44,145.50		9,706.95	90.58			-	9,797.53
TF79.7536	Hussey	72,709.10	56,734.94		6,533.11	116.42			-	6,649.53
TF79.7537	Jacquith	476.13	371.57		683.79	0.76			-	684.55
TF79.7538	Rose	32,032.90	24,995.32		6,496.82	51.27			-	6,548.09
TF79.7539	Cramer	31,444.30	24,535.98		5,447.05	50.34			-	5,497.39
TF79.7540	Constitution	8,888.69	6,935.82		2,679.32	14.25			-	2,693.57
TF79.7541	Fairfield	9,995.04	7,799.12		2,902.93	16.03				2,918.96
TF79.7544	Clancy	75,216.42	58,691.36		11,860.06	120.49			-	11,980.55
TF79.7545	Nesmith	65,524.06	51,128.38		15,099.16	104.95			-	15,204.11
TF79.7546	Bloomfield	937,784.42	731,753.01		58,714.13	1,501.37		-	-	60,215.50
TF79.8050.8	Zylonis				38,538.64	1,306.89			-	39,845.53
TF79.8052.8	Smith				4,090.45	32.39			-	4,122.84
TF79.8054.8	Harris				23,722.12	132.74			-	23,854.86
TF79.8056.8	Harkaway				488.65	4.11			-	492.76
TF79.8059.8	Burbank			73,059.98	42,579.14	504.16			-	43,083.30
TF79.8063.8	Stearns			584,278.33	169,204.56	8,707.82		(5,708.00)	(6,644.15)	165,560.23
TF79.8065.8	Avard				1,519.39	10.45		-	-	1,529.84
TF79.7048	Historical Books						561.27	-	-	561.27
TF79.7549	Misc. Donations						34,819.11	-	850.00	35,669.11
		<u>1,290,646.10</u>	<u>1,007,091.00</u>	<u>657,338.31</u>	<u>400,266.27</u>	<u>12,765.02</u>	<u>35,380.38</u>	<u>(5,708.00)</u>	<u>(5,794.15)</u>	<u>436,909.52</u>

\* Principal balances are provided only on those trusts in the Fidelity Investment Portfolios that are 100% expendable. Column 1 (Market Value) includes both **realized** and **unrealized**

gains/losses on investments. Column 2 (Cost Basis) includes only **realized** gains/losses. Total Market Value of all Fidelity Investment Accounts: \$ 7,829,613.05

\*\* This column reflects original invested income plus/minus realized & unrealized gains and losses; it does not include interest & dividends earned on the invested income. The amount will fluctuate month to month depending on market value. Invested income is 100% expendable.

- Burbank original invested income = \$50,000

- Stearns original invested income = \$400,000



**April 6, 2021**  
**Director's Report**

**Department updates:**

- The State Library is discontinuing their statewide purchase of the EBSCO databases including Novelist, we are working with EBSCO on pricing for an individual license for those resources.
- Our new online catalog interface finally went live last week, there are still some bugs to be worked out but in general we are happy with the results.
- The new shelving was installed in the Children's room on 3/31, signage will be installed later this week. We are still getting the picture books reshelfed but the space looks great.
- The Friends of the Library have a mini book sale set up in the Theater and have been inviting dealers in to shop over the past month, they would normally be holding their big book sale in March which is their primary fundraiser.

**Administration updates:**

- We have been working on plans to expand our reopening to include the Children's Room, I have included those plans on this month's agenda for discussion.
- The Mayor approved my request to combine 2 part time Reference Librarian positions into one full time job, we are completing a second round of interviews for that vacancy this week.
- Volunteers from the United Way will be here during our normal hours answering questions about free tax help at least through April 30, 2021 due to the extension of the tax deadline.
- The RFP for a consultant for strategic planning is complete and should be released to vendors shortly, I've begun work on the RFP for the facilities assessment.
- Library Insight, the company that provides our museum pass reservation software is closing at the end of this fiscal year, we are currently evaluating replacement software.
- I hosted a staff discussion regarding the recent decision by the publisher to discontinue publishing some Dr. Seuss books, the notes from that meeting are attached to this report.

**Statistics:** it has been a pretty busy week, I'll have a better report next month  
Average visits since reopening: 188 per day  
People browsing: 20 people average per weekday, Saturday average 35-40

# NPL FISCAL YEAR 2022 Calendar

## 2021

July 3	Saturday	Closed for Independence Day weekend
July 4	Sunday	Independence Day
<b>July 5</b>	<b>Monday</b>	<b>Independence Day (observed)</b>
September 7	Tuesday	Board of Trustees meeting
September 4	Saturday	Closed for Labor Day Weekend
September 5	Sunday	Closed for Labor Day Weekend
<b>September 6</b>	<b>Monday</b>	<b>Labor Day (closed)</b>
October 5	Tuesday	Board of Trustees meeting
November 3	Wednesday	Board of Trustees meeting (Tues is Election Day)
<b>November 11</b>	<b>Thursday</b>	<b>Closed for Veteran's Day</b>
November 24	Wednesday	<i>***Early Closing – 5:30***</i>
<b>November 25</b>	<b>Thursday</b>	<b>Thanksgiving Day (closed)</b>
<b>November 26</b>	<b>Friday</b>	<b>Day after Thanksgiving (closed)</b>
December 7	Tuesday	Board of Trustees meeting
<b>December 24</b>	<b>Friday</b>	<b>Christmas Day (observed)</b>
December 25	Saturday	Christmas Day (closed)
<b>December 31</b>	<b>Friday</b>	<b>New Year's Day (observed)</b>

## 2022

<b>January 1</b>	<b>Saturday</b>	New Year's Day (closed)
January 4	Tuesday	Board of Trustees meeting
<b>January 17</b>	<b>Monday</b>	<b>Martin Luther King, Jr. Day (closed)</b>
February 8	Tuesday	Board of Trustees meeting
<b>February 21</b>	<b>Monday</b>	<b>President's Day (closed)</b>
March 8	Tuesday	Board of Trustees meeting
April 5	Tuesday	Board of Trustees meeting
April 3-9	National Library Week!	
May 3	Tuesday	Board of Trustees meeting
May 28	Saturday	Closed for Memorial Day weekend
May 29	Sunday	Closed for Memorial Day weekend
<b>May 30</b>	<b>Monday</b>	<b>Memorial Day (closed)</b>
June 7	Tuesday	Final Board of Trustees meeting (recess until Sept.)

Paid Holidays are in **bold type**



March 29, 2021

To: Board of Trustees

From: Jen McCormack, Director

RE: Discontinued Dr. Seuss books

Recently the publisher of the Dr. Seuss books announced that they were discontinuing publication of 5 titles due to the racist nature of some illustrations. (*And to Think That I Saw It on Mulberry Street*, *If I Ran the Zoo*, *McElligot's Pool*, *On Beyond Zebra!*, *Scrambled Eggs Super!*, and *The Cat's Quizzer*) The library has all of those discontinued titles in our collection so a question was raised internally by staff regarding whether the library should reexamine their place in our collection and consider removing or relocating them. Challenges like these give us a chance to talk through some of our values that may seem to be in conflict: we strive to be a welcoming place for a city full of culturally diverse families but public libraries including the NPL are dedicated to the principles of intellectual freedom and resisting censorship.

We started our examination by conducting a brief review of news stories and opinion pieces and investigating what are other libraries doing. This was not a comprehensive review but representative of various points of view and approaches to the issue.

On March 19<sup>th</sup> I held meeting with staff who have collection development responsibilities to discuss the issue, some staff who were unable to attend that day submitted their feedback in writing beforehand. This is a brief summary of the points raised during a long and very meaningful conversation and those written submissions, I truly appreciate everyone's candor and their respect for each other's points of view.

- The Children's room should be a safe space. People should be able to read books to their children without being confronted by harmful imagery.
- How can we keep those books when we know they are offensive to culturally diverse families?
- My family is culturally diverse and I would be horrified to turn the page and show that picture to my child, those caricatures resemble some of their family members.
- I come from one of the cultures being represented in these books and I'd like them to stay in the collection or we risk losing the history of his work and of racism in our country.

- Since these are picture books the images are presented without context to very small children.
- These books are classics and include excellent treatment of enduring themes. Dr. Seuss is a master illustrator and author.
- We don't need to keep every book that has been deemed a classic, there are books being published every year that deal with those same enduring themes without racist imagery.
- If we remove/move these what about all of the other potentially offensive books in our collection? Do we have to examine every single one?
- Aren't libraries fundamentally opposed to censorship?
- We should focus on beautiful, affirming books for very young children. Imagery like those in the Dr. Seuss books don't belong in the Children's room
- Negative images like the ones in these books are offensive and different than positive images of the human condition that others might find offensive (referring to gender identity and sexual orientation at this point in the conversation)
- Books like these provide opportunities for families to discuss difficult topics like racism
- We wouldn't purchase these books if they were published today, why should we keep them?
- The content of the books is not racist in nature, the illustrations reflect the time in which Dr. Seuss was writing

After all of this discussion and review I made the decision to keep the Dr. Seuss books in the Children's collection where they are now. As with all of our materials the Dr. Seuss books in question will be removed from the collection according to the guidelines set forth in our materials selection policy "when they have low circulation, are in poor condition, are no longer accurate or have been superseded by other materials or formats".

Libraries are not meant to be safe spaces where no one is confronted by images or ideas that offend them, even picture books are inevitably going to include content that some parents will not want to share with their children. The fact that the images in question feature racial stereotypes that are in conflict with our goal of being a welcoming space may make it feel harder to keep the books but removing Dr. Seuss books from our collection when they are in demand by customers and are part of a larger body of work by an author would be censorship. The ALA's Freedom to Read and Library Bill of Rights are incorporated into our materials selection policy and our Request for Reconsideration form, and we have defended the inclusion of other books in our collection when they were challenged both formally and informally based on that same policy.

The library can demonstrate our commitment to racial equity and being welcoming by continuing to build an excellent collection of newly published materials and featuring the best in children's literature in our displays, programs and story times.



**March 29, 2021**

**Reopening next phase: Children's and Teen rooms**

**When to reopen:** target date of early to mid-May

- We are currently watching similar metrics to those used by the school district in determining when to resume in-person instruction, see the attached spreadsheet. We should wait until at least one of those metrics stays yellow or green for at least 2 weeks.
- Due to staffing configuration we need to wait until we fill the vacant Reference Librarian position, interviews for that position are currently taking place.

**Services/activities to be offered:**

- Children's room will be open during our browsing hours for the adult stacks:
  - Mon-Thurs 10-1 and 3-6, Sat. 10-2
- Teen room will be open during all of our regular hours
- Teen Room will be used for additional display space for Youth services materials and for Take and Make craft pick up. This will make it much easier to display books for summer reading. (Teen materials are currently already accessible during browsing hours.)
- Customers will be able to access the stacks to select their own materials in Children's room
- Staff will be available to help locate materials, provide reader's advisory
- No computers, toys, seating or study tables will be available
- Programming and story times will continue to be all virtual

**Safety precautions:**

- Masks required for anyone age 2 and above, enforced by security staff at main entrance
- Installing a welcome desk near the entry doors to allow for staffing at 2 service points
- Sneeze guards installed at both service points
- Patrons will be asked to restrict their visit to 30 minutes or less. We will not be formally timing visits; the limited services available and signage should be enough to keep people's visits short.
- Hand sanitizer will be made available at various spots in both rooms
- The large open space in the Children's room may invite families to linger while children play on the floor. We are investigating creative ways to use furniture to further define and restrict the space available while maximizing access to the stacks for browsing.
- Capacity of room will be limited to 25 people, based on sq. feet in comparison to currently open area on the adult side. (Assuming that we keep people to the stack areas only). This will be enforced by staff in the space when necessary but based on our experience on the adult side I'm not anticipating an issue.
- Containers will be available for books/DVDs that have gone into a child's mouth





Covid metrics for Nashua

	<b>Positive test rate/7 days</b> <5%, 5-10, >10	<b>New cases/100K/14 days</b> <50, 50-100, >100	<b>hospitalizations (state wide)</b>
1-Mar	4.20%		88
7-Mar	3.60%		81
13-Mar	5.10%	189	71
16-Mar	4.90%	209	79
24-Mar	7.20%	320	70
28-Mar	6.20%	357	76
31-Mar	8.20%	402	77