NASHUA PUBLIC LIBRARY
2 COURT STREET
NASHUA, NEW HAMPSHIRE 03060

LIBRARY BOARD OF TRUSTEES MEETING
NPL
May 3, 2022
7:00 P.M.

AGENDA

1. Public comment

2. Review of monthly bills and trust fund requests

3. Approval of minutes from April meeting

4. Doria Brown, Energy manager

5. Policy updates
   a) Computer use policy

6. Election of officers

7. Other business

A regular meeting of the Board of Library Trustees was held at 7:00 pm on April 5, 2022,

in the large meeting room at the Nashua Public Library, 2 Court Street, Nashua, New Hampshire.

Trustees present were:

> Linda Laflamme (Chair)
> Padmaja Kunapareddy
> David Pinsonneault
> Kristin Kane
> Scott Jaquith
> Manuel 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 7:03 pm.

Public comment period: Beth Scaer shared her concerns about two picture books in the

library's collection.

James Gaul of Boston Advisors presented a portfolio review of library trust investments

including a market review, long term outlook, and an overview of holdings.

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

seconded by Mr. Jaquith, unanimously:

RESOLVED that bills in the amount of **$36,436.29** be approved for payment from the
Regular budget and bills in the amount of **$28.99** be approved for payment from the
Fines budget.

Upon a motion duly made by Mr. Espitia, seconded by Mr. Pinsonneault, the Board unanimously **approved $652.08 be expended from Miscellaneous Donations to purchase supplies to develop a Story Walk at the Pheasant Lane Mall.**

Upon a motion duly made by Mr. Espitia, seconded by Mr. Pinsonneault, the Board unanimously **approved $44,830 be expended from the Bloomfield Trust towards the cost of a contract with designLab to complete a facility assessment.**

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Espitia, the Board unanimously **approved the minutes with amendment of the March 1, 2022.**

Upon a motion duly made by Ms. Kane, seconded by Ms. Kunapareddy, the Board unanimously **approved updates to the library's Meeting Room policy as presented by Director McCormack.**

Upon a motion duly made by Mr. Espitia, seconded by Mr. Pinsonneault, the Board unanimously **approved updates to the library's Code of Conduct as presented by Director McCormack.**

Assistant Director Hosking presented a teen internship program outline for summer 2022. The Board expressed support for this program. Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Espitia, the Board unanimously moved to provide contingent funds to cover financial costs of the internship from an unrestricted library trust.

In other business, Director McCormack shared her plans beginning in May to resume opening the library at 9:00am Monday thru Thursday and Saturdays. Director McCormack also notified the Board of a change to the scheduled budget meeting with the Mayor. An in person meeting is no longer required, she will submit a written narrative along with the proposed budget

to the Mayor's office for review. Director McCormack is going to work on developing a trustee

handbook that will be available to the Board on the library's website.

There being no further business to come before the Board, upon a motion duly made by

Mr. Espitia, seconded by Mr. Pinsonneault, the Trustees unanimously:

RESOLVED: That the meeting be adjourned at 8:15 pm.

Attest_____

David K. Pinsonneault, Secretary
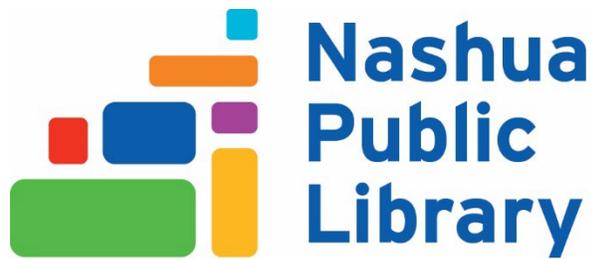
May 3, 2022
Director's Report

Department updates

- **Meeting Rooms:** Meeting room use by community groups continues to increase, groups used our rooms 374 times in the second quarter of this fiscal year, about 50% of our pre-COVID average. In keeping with our "Welcoming and Comfortable" strategic direction the new meeting room policies have been translated into Spanish and Portuguese and posted on our website.

- **Youth Services: Kat and her team played a major role in planning and running the Early** Childhood resource fair at Greeley Park on 4/23. This event was sponsored by the Greater Nashua Smart Start coalition and included libraries from several surrounding towns. The picture below features a family new to Nashua who got their library cards at the event, we hope to see them at Storytime soon.

- **Information Services:** The Information services team will resume offering in-person computer instruction, beginning this summer with individual help sessions by appointment and then group classes in the fall. Much of the curriculum needs to be revised to incorporate changes to the Microsoft Office suite in the 2 years since we last taught those classes.

- **Programming:** The NHPR program on 4/19 was a big success, 100 people participated either in person on virtually. We conducted a customer survey asking people's preference for in-person or virtual programs, the majority of respondents preferred in-person programs but there was enough interest in virtual programs for us to include some in our fall program plans.

- **IT:** We are working on making laptops available for customers to borrow from the Chandler desk and investigating better options for customer printing and scanning.

Buildings and Grounds

- **HVAC**: Delivery of the failed VFD has been delayed due to supply chain issues, the current estimate is 4-6 weeks for delivery of the part.

- **Blinds in Chandler wing:** Window blinds were installed in the performance area of the Chandler wing, this project was paid for from the remaining funds from the renovation project. The blinds were requested by the videographers who film our programs and concert and will improve the quality of their recordings.

- **Elevator inspection:** We discovered in early April that the phone in the elevator is not working, the electrician has been out to do some rewiring and Stanley elevator will return in May to test the line and conduct our annual inspection.

Administration updates

- **Staffing updates:** The Maintenance Supervisor and Programming/Marketing librarian positions have been posted and we are interviewing applicants.

- **Library plaza clean-up day:** We are hosting a volunteer clean-up day on Saturday, May 7th beginning at 9 AM out on the library plaza. The library will provide gloves and bags, volunteers are encouraged to bring their own rakes and good cheer.

- **Panel discussions:** During April I was a panelist for 2 programs related to materials selection policies and book challenges: one held by the NHLTA and one held by a student group at Simmons University. I've been asked to participate in a similar panel at the New England Library Association conference next fall.
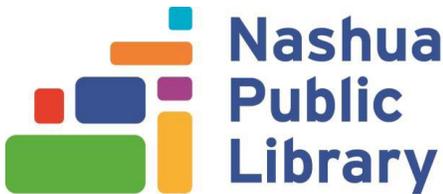
Computer Policy

By using computers at the Nashua Public Library you acknowledge that you have read the Computer Use Policy below and agree to abide by it. Failure to follow the Policy may result in the suspension of library computer privileges.

1. Computer users must use their own valid Nashua library card, computer card, or a guest pass to log in. ~~Those who do not qualify for a library card will be issued a computer card or a guest pass. Note that a valid photo ID is required to get a computer card. Users may hold either a library card or computer card but not both.~~ Use of another person's library card or computer card ~~constitutes a violation of this policy and~~ will result in suspension of library computer privileges.

~~2.~~ Computer users must ~~be considerate of other~~abide by the library code of conduct~~s~~. ~~Disruptive loud conversations and inappropriate language and behavior will not be tolerated.~~

2. ~~Food and drinks are not permitted in or around the computer areas.~~

~~Personal items should not be left unattended. The library is not responsible for lost or stolen items. Please use a charging locker to secure devices and belongings if you must leave the computer area.~~

~~3. Willful and malicious damage to equipment will result in suspension of library services and/or may result in the prosecution of criminal charges per RSA 202-A:24.~~

~~4.~~3.~~All users have 2 hours of computer time a day.~~ There is a daily time limit on computer use, customer 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.

4. There is a cost for ~~P~~printing from the computers; the cost is posted at the printers and is subject to change.

5. Our public computers are easily seen by library staff and other patrons. In order to maintain a comfortable environment for all library users viewing and/or displaying graphic sexual or violent images is not allowed.

~~5.~~ Library computers may not be used for illegal activities and ~~is available at a cost of 15¢ per page for black and white prints and 25¢ per page for color prints. Prices are subject to change.~~

~~6.   Users may not disrupt or interfere with other users, services, or equipment. Intentional disruption of computer systems and networks is a violation of NH state law and users will be held responsible.~~

7. Users may not represent themselves as another person or use computer access to transmit obscene, threatening, or harassing materials. Our public computers are easily seen by library staff and other patrons. Viewing and/or displaying graphic sexual or violent images is strictly prohibited.

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12.6. ~~Users~~Users must respect the legal protections to data and software provided by copyright and license law.

13.1. ~~Users must accept responsibility for determining the suitability of content for themselves and their children.~~

14.7. Customers~~Teens~~ ages 11~~2~~ to 17 may use computers in the Teen Room. C~~ustomers~~ ~~hildren~~ ages 11 and under may use ~~filtered Internet access~~ computers in the Children's Room.

8. The Internet offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. It is, however, an unregulated medium with a highly diverse user population. ~~The Nashua Public Library provides a mechanism to restrict access to specific sources determined to be inconsistent with its mission.~~ The library cannot control or monitor the vast amount of material accessible via the Internet and~~.~~ ~~i~~It is possible that individuals ~~might~~ may view or access information they personally find offensive or disturbing. Users must accept responsibility for determining the suitability of content for themselves and their children.

~~15.~~

16. ~~Quiet cell phone use and text messaging is permitted in the computer areas. Remember to speak quietly and respect your neighbors, and please set your cell phone to vibrate. Noisy or disruptive conversations will be asked to move to the lobby area of the library.~~

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7. Customers ages 11 to 17 may use computers in the Teen Room. Customers ages 11 and under may use computers in the Children's Room.

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ADOPTED by the Board of Library Trustees
05/03/2022

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David K. Pinsonneault, Secretary