

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 September 6, 2016, in the Hunt Room at the Nashua Public Library, 2 Court Street, Nashua, New Hampshire.

Trustees present were:

Arthur Barrett  
Pauline Desautels  
Kathleen Veracco  
Linda Laflamme  
Holly Klump

Also present was Library Director Jennifer McCormack and Assistant Director Jenn Hosking, who took the minutes.

Mr. Barrett called the meeting to order at 7:01 pm.

The Board examined the bills and, upon a motion duly made by Ms. Veracco, seconded by Ms. Laflamme, unanimously:

RESOLVED that bills in the amount of \$ **157,987.79** be approved for payment from the FY2016 **Regular** budget and bills in the amount of \$ **4,524.58** be approved for payment from the **Fines** budget.

Upon a motion made by Ms. Laflamme, seconded by Ms. Klump, the Board unanimously **approved \$900.00 to be expended from the Stearns Trust to fund the purchase of reading material in the Indic language of Telugu; \$250.00 to be expended from Miscellaneous Donations to fund the presentation, “Big and Small Players in the New Great Game: Afghanistan and its Region”; \$4,850.00 to be expended from the Bloomfield Trust (\$1,500 for speakers, films and discussions related to the One City, One Book program and \$3,350.00 to cover registration and program expenses for the Director and Assistant**

**Director to attend The Public Innovators Lab for Libraries in Atlanta, GA October 10-21, 2016).**

Upon a motion duly made by Ms. Veracco, seconded by Ms. Desautels, the Board unanimously **approved the minutes of the June 7, 2016 meeting.**

Director McCormack, Ms. Laflamme and Ms. Klump met with Architect Pete Tennant Thursday, September 1, 2016 to thoroughly review the six bids received on August 31, 2016 for the Chandler Wing renovation. They discussed the process of evaluation and presented their recommendation based on relevant experience, breadth of experience and affordability. Using these criteria to score the bids this working group identified their top selection and made a recommendation the Board. The Board requested to speak further with Architect Tennant to answer some follow up questions of the project as well as with James Gaul of Boston Advisors to finalize the budget for the project. The Board agreed to move forward with the recommended bid after receipt of the requested information above. Director McCormack will schedule a special meeting for the Board the third week in September to review the requested information.

Director McCormack brought forth Ashlee Norwood as a candidate for the vacant Supervisor of Teen Services position. Upon a motion made by Ms. Laflamme, seconded by Ms. Klump, the Board **unanimously approved the appointment of Ashlee Norwood to Supervisor of Teen Services at a salary of \$43,000 annually with a start date of September 12, 2016.**

Director McCormack informed the Board of a plan to reorganize staff to better fit the organization's long term goals as well as to address the immediate need of desk coverage upon completion of the Chandler Wing. This plan includes leaving the emerging technology librarian position vacant and adding a full time reference librarian position to allow for more community outreach and programming. In addition, a full time library assistant position will be transferred

from the circulation department to the teen services and outreach departments as a shared position. Furthermore, two part time library assistant positions will be added to circulation for the purpose of providing direct customer service at the circulation and Chandler Wing desks. Other duties of the emerging technology librarian not accounted for in the shift above will be reassigned to other staff.

In other business, Mr. Barrett acknowledged the work Director McCormack has done at the local level with her involvement in Nashua area committees and initiatives. He mentioned his participation on the aldermanic strategic planning committee led by Alderman Melizzi-Golja. This group is set to update the City's master plan.

Director McCormack informed the Board that the Children's Room carpet was removed today and installation of the new carpet will begin tomorrow. She proposed the Boards next meeting take place in the Children's room to highlight the changes that have taken place over the past few months. An open house is also planned for early October to invite families and city officials to share in the redesigned area.

Ms. Veracco informed the Board that her term as trustee will end in March 2017. She does not plan to seek reappointment. Her goal in bringing this to the Board's attention is to allow time to find a strong candidate to replace her.

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

RESOLVED: That the meeting be adjourned at 7:46 pm.

Attest \_\_\_\_\_

David K. Pinsonneault, Secretary