

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 October 4, 2016, in the Children's Room at the Nashua Public Library, 2 Court Street, Nashua, New Hampshire.

Trustees present were:

Arthur Barrett
David Pinsonneault
Pauline Desautels
Kathleen Veracco
Linda Laflamme
Holly Klump
John Farrer

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

Mr. Barrett called the meeting to order at 7:02 pm.

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

RESOLVED that bills in the amount of \$ **48,054.90** be approved for payment from the FY17 **Regular** budget and bills in the amount of \$ **564.37** be approved for payment from the **Fines** budget.

Upon a motion duly made by Ms. Klump, seconded by Ms. Veracco, the Board unanimously **approved the minutes of the September 6, 2016 meeting.**

Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Desautels, the Board unanimously **approved the minutes, as amended by Ms. Laflamme, of the September 22, 2016 special meeting.**

Director McCormack brought forth a candidate for the part time library assistant position. She recommended the Board promote library page, Nicole Epperson. Upon a motion made by Ms. Laflamme, seconded by Mr. Pinsonneault, the Board **unanimously approved the appointment of Nicole Epperson to part time library assistant at a rate of \$16.22 per hour with a start date of October 10, 2016.**

James Gaul from Boston Advisors presented a performance update of the Nashua Library Trusts portfolio. He reviewed the overall market trends, objectives of the portfolio, the outlook going forward, and changes in asset allocation. Mr. Gaul informed the Board he met with the City Treasurer and devised a financial plan where the City will front the financial costs of the Chandler Wing renovation project as they are received and the Board will reimburse the City with one payment at the conclusion of the project. He explained this is the easiest way to handle the cash withdrawal from the portfolio. The Board agreed with this process.

Assistant Director Hosking requested a modification to the library's code of conduct policy. In article 3, the text "using the wrong restroom" was removed. Upon a motion made by Mr. Pinsonneault, seconded by Ms. Klump, the Board **unanimously approved the deletion of the text, "using the wrong restroom" from the library's code of conduct.**

Assistant Director Hosking requested modification to the library's computer use policy. In article 5, the text "they may be granted a 30 minute extension if at least two computers are open and available" was added at the end. In article 11, the text was changed to "Teens ages 12 to 17 may use computers in the Teen Room". Upon a motion made by Mr. Pinsonneault, seconded by Mr. Farrer, the Board **unanimously approved these revisions to article 5 and 11 of the library's computer use policy.**

Assistant Director Hosking requested the Board adopt a policy stating the procedures and guidelines for the use of security cameras on library property. The Assistant Director also proposed a request procedure for footage from the security cameras. Upon a motion made by Mr. Pinsonneault, seconded by Ms. Veracco, the Board **unanimously approved the security camera policy and security camera footage request procedure as submitted.**

Director McCormack informed the Board of a generous donation received from Digital Credit Union in the amount of \$7,500. This gift has no restrictions and the Director proposed using it to upgrade lighting and sound in the theater.

Director McCormack informed the Board that the budget strategy meeting planned with the mayor has been changed from October 17, 2016 to a date yet to be determined in November. The Director expects communication from the mayor requesting the library to submit a budget outline based on different financial scenarios.

Director McCormack reminded the Board of the open house taking place in the Children's room on October 6, 2016 to highlight all the upgrades to the space including new carpet, paint and service desk.

Mr. Pinsonneault informed the Board he has been in communication with the City's strategic planning committee.

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

RESOLVED: That the meeting be adjourned at 8:02 pm.

Attest _____

David K. Pinsonneault, Secretary