
From: Kirsten Hildonen
Sent: Wednesday, January 31, 2024 4:46 PM
To: Jonathan Esposito
Cc: Michael Malaguti; Kellie Caron; Betsy Mckinney; Erin Matlin
Subject: 91-A Right-to-Know request - Esposito 2024-01-02 Library

Hello,

Your Right-to-Know request submitted on **January 2, 2024**, as listed below, is **still in progress**. Below you will find a link to the first batch of documents found responsive to your request. In accordance with 91-A:4, IV (b)(3) we estimate that we will be able to provide more responsive documents to you by **Friday, February 9, 2024**. The delay is due to the number of locations to search for responsive records and the time needed to review responsive records for redactions and exemptions required by RSA 91-A:5.

Description of Request:

“-the candidate information, application packet, hiring committee minutes and notes, and onboarding documents for Library Director Erin Matlin, redacted for address and other Personally Identifiable Information of course. **[Part A]**
-the position description for the Leach Library Director **[Part B]**
-any performance improvement/professional development documents **[Part C]**
-citizens complaints against the Library during Director Matlins tenure. **[Part D]**
Email traffic between the Library staff/Trustees and the Town Council regarding cutting funds from the budget during this current budget season. **[Part E]**”

Response:

When responding to an RSA 91-A request, the Town complies with the definition of government records stated in RSA 91-A:1-a:

any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term ‘governmental records’ includes any written communication or other information, whether in paper, electronic, or other physical form, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body. The term ‘governmental records’ shall also include the term ‘public records.’

The Town also complies with the exemptions stated in RSA 91-A:5 and those created by case law.

Records Found Responsive:

All records found responsive to **Part B** are included in the folder. **Part B contains no redactions.**

Records were identified as responsive to your requests in **Part A** and **Part C**; however, those records are exempted from the provisions of RSA 91-A pursuant to RSA 91-A:5, VI, “Records pertaining to internal personnel practices;...and personnel, medical, welfare, library user, videotape sale or rental, and other files whose disclosure would constitute invasion of privacy.” Accordingly, the records will not be produced.

Included in the folder linked below are **some** governmental records found responsive to **Part D** and **Part E** of your request. **Part D and Part E contain redactions to comply with RSA 91-A:5, IV, “confidential, commercial, or financial**

information...and files whose disclosure would constitute an invasion of privacy” to remove personal email addresses, street addresses, and phone numbers.

Below is a link to the records found responsive to your request.

Your document can be downloaded at this link:



Please direct any questions regarding this request or technical issues regarding these files to this email address.

Best,

Kirsten Hildonen

Administrative Support Coordinator

Town of Londonderry

603-432-1100 x153