

Wiggin Memorial Library  
Board of Trustees Meeting Minutes  
Monday, April 21, 2025, 6:30 PM

## Public Welcome

### I. Call to Order / Welcome Guests

Meeting called to order by Gale at 6:30 pm

Attendees (all in person): Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Terri Grijalva, Library Trustee Heather Harvey Trustee, Alternate Trustee Kathleen Bower (virtual via Zoom) Alternate Trustee Michele Corti

Absent: Library Trustee Sara Rosenthal, Library Trustee Sarah Bedingfield

Guests: Lisa Henry, Christine Caldwell, Susan Fairbanks President of the Friends of the WML

### II. Review / Adoption of Minutes: 3/17/25 (<https://www.strathamnh.gov/node/643/minutes>) III. Terri moves to adopt the minutes. Heather seconds.

## III. Director's Report

### **Administration & Human Resources**

Youth Services Assistant position

- first round of candidates selected / will proceed to interviews next

Artwork for hallway

- Historic Stratham prints / will be in place whenever we don't have an exhibit displayed / grateful for cooperation of Wiggin Historical Society

All-Staff Meeting

- June 3, 2025 (12-1pm)
  - intended to be a quarterly rendition
- intend to debrief Conference several staff attended regarding new software system

All-Staff In-Service/Professional Development Day

- will board approve in-service closed day? Before summer reading program or after? Steve's preference would be for after summer. "Planting seed" that he'd like to have an All-Staff In-Service, likely in September. If somehow, miraculously, made sense to do it earlier, could possibly try for May. Large staff desire for hands-on technical training. Would need to rearrange work schedules, staff paid for the time.

### **Performance Measures**

First quarter statistics

\*Checkouts + Renewals

- down 5% from last year / foot traffic the same
- hoping to use this as incentive for adult summer reading program
- This includes only hard copy books and doesn't account for downloads

\*Museum passes

- up 28% in first quarter

\*Meeting and study room

- down 28% in first quarter

### **Collection Management**

Selectors & Technical Services staff meeting

- first time that group had ever gathered
- Steve clear that goal wasn't to solve problem, delve into minutia, but just share ideas about improving / streamlining procedures. Planned as a quarterly get-together. Clarified where everyone is on their monthly budgets.

Youth & Teen Services collection management projects

- removal of unused materials

Adult Services collection management projects

- about to begin formal inventory of adult fiction section / sorted out who will be doing what
- emphasis of a lot of the staff to improve the collection, which includes removing as well as adding
- interest in improving subject headings / making sure catalogue conforms with what is on the shelf
- Gale asked where removed books go? Donated to non-profits that reuse books. Some libraries use a vendor called Better World Books - what we are using is basically the equivalent of this.

## **Programming, Services & Partnership**

National Library Week

Outreach Breakfast

Take Action for Libraries Day

Youth & Teen Services Staff

Reading Dragons program up to 135 participants!

Story times and Little Explorers

Teen Dungeons and Dragons

Adult Services

- Ongoing successful programs including chair yoga, the cookbook club, the virtual book discussion group, and the "My Wednesday is Booked" discussion group
- Zoom-based programs including "An Evening with author Marie Benedict" and "Behind The Headlines: Understanding Bird Flu" both co-hosted by Tewksbury Public Library. Also, "Tudor Queens and Ladies in Waiting: A Discussion with Authors Nicola Clark and Jade Scot, "Cooking with Veronique - Healthy Pantry/5 ingredient meals" and "A History of Guinness Beer Guinness Brewery Ambassador, Mike Reardon"
- In person programs: "Braver Angels: Skills for Disagreeing Better", "Travelogue to South Dakota" and NH Trivia with Rebecca Rule

## **Facilities Management**

Flooring in Youth Services Activity Room

- grateful to Town for help that makes this cleaning possible

Bathroom renovation project

## **Professional Development**

NHLA pre-conference (Tricia, Cindy & Steve)

- Bi-Water Solutions (software) essentially had their own summit
- Steve asked to speak about his open-source journey with KOHA (had had lengthy discussions with their CEO to improve their software - some of his inputs are reflected in that software today)

NHLA conference (Maryjo)

- Unfortunately sick when she got back, so hasn't been able to share what she learned yet.

## **Technology**

Next phase of upgrading library PCs

Had call with Jason Cohen to initiate the process

Website project

Tentative “kickoff meeting”

- let their contact know that the library’s timeline might be different than the Town’s. / Will be a big project. Will have a specific designed assigned to work with the library.

## **Legislative**

Institute of Museum and Library Services & NH State Library updates

Reports from Assistant State Librarian

- Quite directly, Mindy Atwood, the State Librarian, sent out an update - lots still unknown.
- State Library received its “drawdown” request on 3/31 (federal funds)  
→ much of that money comes from grants that may be ending . . .
- Still much unknown about status of IMLS in the long run.
- Pending lawsuit brought by several states attorneys general regarding that Executive Order
- At the state house by unanimous vote, the Finance Committee voted to use State funds to pay librarians paid with federal funds with state funds
- through FSY 2025 (June)

Looking ahead at potential Implications on services

Exploring Koha’s capacities for Interlibrary Loan

- If we lose the IMLS funding, for us largely impacts Interlibrary Loan
- Some Seacoast librarians meeting informally, exploring how Koha could help fill this gap. First step is ability to view each others’ catalogues. So far, seems to work. Each of directors from that group will share this idea with their Boards.
- Technology might be able to do this, we’d still have question of transport of materials. Patron pick-up remains viable option. One of the libraries thinks they may have room in their budget for a part-time driver. (Libraries are Hampton, Greenland - not on Koha yet, Rye, Portsmouth.)

- Michele asked about audio books / books for the blind → No news on the State level

- Christine has knowledge of how to provide testimony virtually - willing to help anyone who’d be interested in doing that.

### **HB 273**

Parent's access to their minor child's library records

Legislative History:

Passed by the House 192-162 on March 20, 2025

Introduced in the Senate and referred to “Children and Family Laws”

Next hearing is on April 24, 2025

### **HB 666**

“Adding restitution payment for violations of the confidentiality of the library use records and adding library cards and membership status to the list of confidential matters”

Legislative History

Passed with amendment by the House 189-172 on March 27, 2025

Introduced in the Senate and referred to Judiciary

## Hearing on April 24, 2025

### HB 340

Relative to electioneering by public employees.

Legislative History

Senate Election Law and Municipal Affairs Committee.

Public Hearing held Tuesday April 15th at 9:30 am.

No vote taken by committee as of 4/21/25

### HB 376

Specifying that library user information exempted from disclosure in the right to know law includes information regarding library cards and library membership status.

Legislative History

Senate Judiciary Committee

No hearing scheduled yet.

## IV. Friends of the Library update

Susan Fairbanks

- Done well fundraising - \$8,687.53 from Fabulous Finds in February / can't put name back on list for 20 months / casinos - last year a little over \$10,000 - this year will come after June
- Membership - 25 individuals / 21 families - those also provided an additional \$895 - so \$1,839 just in membership
- Treasurer's Report - Income \$8,852
- Reviewed Museum Passes
  - New England Aquarium used to be year round, but reduced to 9 months and cut summer timeframe — after pushback, added back in summer, but only Mon - Fri.
- Talked about getting name tags and thank you notes
- Asked people to come with thoughts about fundraising —> also used as a tool for community engagement
- Election of Officers

Susan Fairbanks (President)

Michael Wade (Vice-President)

Mark Cignoli (Treasurer)

Diane Smith (Corresponding secretary)

Gene Markey (recording secretary)

## V. Treasurer's Report

- Financial Report

26.2% through combined Payroll & Operations Budget = on track for year

- Treasurer's Report

- Terri moves to accept \$600 donations, Heather seconds, all approve
- Do we want to take interest from CD prior to renewal and move it to the Reserve?
- Steve - What is the investment policy of the Board? We are in highly unusual times
- How much are we expected to contribute for the bathrooms? —> Steve believes cost is covered from the Town's budget / at home point expectation was Library would contribute \$18-20k.
- Treasurer to investigate this further.
- Gale moves to renew CD but roll interest over Reserve. Heather seconds. Gale withdraws motions. Heather moves to renew CD, entire amount including interest, for another 6 months. Terri seconds. All in favor.

Steve - have now added TD Bank as account we can pay electronically from directly to M&T our credit card account. Steve would like ability to pay that bill. Board concurs - he will work with bookkeeper (Patricia) to effectuate this online payment.

## VI. Old Business

A. Legislative Updated - addressed

B. NHLTA Spring Conference 5/1/25  
Terri, Steve, Heather

C. Bathroom Project

- Contract signed with Schroder Construction / tomorrow morning Tim (Head of DPW) and architect will do a walk through to produce drawings for the inspector. Once inspector clears, we will get a permit, then a contract. Planned 3 weeks for project, projected end June 2025.

D. BOT Committees: Policy, Personnel, Public Relations

- would like to determine who wants to be on which committee by next meeting  
- need to fill alternate trustee position

## VII. New Business

A. Trustee Retreat

- Mentioned by Steve during his interviews. Has now been here 4-5 months, Retreat would be opportunity for Board to work on precursor to strategic vision, with input from Steve and Board members.  
- When works for people? Time of year, time of day, local, off-site?  
- Terri - off-site would be better  
- All - sooner would be better, will have to nuance  
Monday in June

B. Timeline for Strategic Planning Project

Heather moves to end public session. Terri seconds. All in favor.

X. Public Session adjourned 8:13 pm.

## VIII. NonPublicSession

Gale moves to move into Executive Session at 8:16. Terri seconds. All in favor.

IX. Next Meeting - Monday, May 18, 2025 at 6:30pm

## X. Adjournment

Out of executive session at 9:23. Terri moves to adjourn. Gale seconds. All in favor.

**PUBLIC NOTICE:** Agendas will be posted in two public places a minimum of 24 hours prior to the meeting (RSA 91-A:2, II) and minutes will be available to the public upon request within 5 days of the meeting (RSA 91-A:3). Every effort will be made to post draft minutes on the town web site within 5 days. **\*NONPUBLIC SESSIONS:** Meetings or portions of meetings that the public may not attend. Begin in a properly noticed public meeting. A motion for nonpublic session is made and seconded, citing the statutory reason, and a majority roll call vote is

taken. Once in the nonpublic session, only the reason(s) cited in the motion may be discussed. Minutes must be kept and (unless the board votes to seal them) made available to the public upon request within 72 hours after the meeting, whether or not approved yet. RSA 91-A:3. Nonpublic sessions are allowed only for reasons listed in RSA 91-A:3, II, including:

- Dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee.
- Matters which would likely adversely affect the reputation of any non-board member.
- Buying, selling or leasing real or personal property if public discussion would give someone an unfair advantage over the municipality.
- Lawsuits filed or threatened in writing against the municipality, until fully adjudicated or settled.
- Preparation for and carrying out of emergency functions related to terrorism.