

Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday, October 20, 2025, 6:30 PM

I. Call to Order / Welcome Guests

Present: Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Sara Rosenthal, Library Trustee Heather Harvey, Library Alternate Trustee Michele Corti
Guests: Susan Fairbanks

Absent: Library Trustee Sarah Bedingfield, Library Trustee Terri Grijalva, Library Alternate Trustee Kathleen Bower

II. Review / Adoption of Minutes: Heather moves to adopt the minutes of the 9/15/25 meeting, Gale seconds. All in favor. (<https://www.strathamnh.gov/node/643/minutes>)

III. Director's Report

Holiday Schedule - Discussed proposed 2026 Holiday Schedule, plus 2 days the Library would be closed but not deemed holidays: Saturday, July 4th and Saturday, December 26th. Gale moved to accept the 2026 Holiday Schedule as presented, Heather seconds. All in favor.

Staff Updates - There is an all-Staff meeting tomorrow, October 21.

Penny, Mary Ellen, and Tricia have increased their hours and their new work roles will be added to their job descriptions. Everyone is happy with the new arrangement so far. Interviews have started for the Head of Youth Services and are expected to be completed tomorrow.

2026 Budget Planning - Steve has been running scenarios for payroll and operating budget based on the projected cost of living increase. Still waiting for further information from the town on how website redesign costs will be distributed.

Technology - Network switches need to be updated at a cost of a little over \$5,000 (per Block5). Steve will go ahead and get the process started and discuss with the Town Administrator to see what they can contribute.

New Hampshire Information Technology Section meeting will be hosted at WML on Oct. 29.

Linked Cards issue - Starting January 1, parents will have the right to know what their kids have checked out. We need to have a policy before January 1.

Supervised Visits - the library was asked to allow a supervised visitation visit and it went ahead without any issues.

IV. Friends of the Library update

60 members as of last month (including family memberships)

The Friends received over \$2,000 of gifts in memory of Pat Albert. The family indicated they wanted the gifts to go towards early literacy. The donations have been given to the library.

This coming Saturday (October 25th) the Friends are holding their Fall Soup fundraiser,

and there is also a children's book sale.

There will be a raffle fundraiser coming up (more info at a later date).

The casino fundraiser is also coming up. Gale suggested putting some dates on a flyer to hand out at the soup fundraiser this Saturday.

V. Treasurer's Report

A. Steve gave the library financial report. Budget spending is on track for this time of year.

Treasurer report - CD matures on 11/17/25. Heather moves to roll over the CD account that is maturing on 11/17/25, Gale seconds, all in favor.

B. Accept Donations - Sara moves to accept \$2,171.22 in donations, Heather seconds, all in favor.

VI. Old Business

A. Legislative Review - see linked cards issue in Director's Report.

A. Staff Appreciation: Pie Day - Date change to early November. 6th or 7th
Also looking into an event for staff, perhaps late January.

B. Preparation for Strategic Planning Process: Interest Group Reports

Gale proposes continuing the preliminary strategic planning work (Mission, vision, etc.) and delaying the remaining process until February 1st due to all of the other demands we are facing right now (and Steve's leave). Christine Friese (consultant) agrees with the plan of delaying and re-evaluating the structure of the process.

VII. New Business

A. Board of Trustees Recruiting

Lisa Henry has stepped down from her role as alternate due to work demands.

Sarah Bedingfield is hoping to come back to meetings starting next month.

Christine Caldwell is unable to join the board at this time but may have suggestions for people who would be interested.

Heather H. is not going to be available from May 2026, so plans to step back to allow another person to get their name on the ballot for March. Terri is serving a 1 year term, so she will need to run again for a 3 year term this year. Consider having two trustees working on recruiting.

VIII. Next Meeting - 11/17/25

IX. Adjournment 8:27pm Heather moves to adjourn, Sara 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.