

**Wiggin Memorial Library  
Board of Trustees Meeting Minutes  
Monday, November 17, 2025, 6:30 PM  
Public Welcome**

- I. Call to Order / Welcome Guests  
Meeting called to order at 6:31pm.  
Present: Library Assistant Director Heather Burroughs, Library Trustee Gale Lyon, Library Trustee Sara Rosenthal, Library Trustee Heather Harvey, Library Trustee Sarah Bedingfield, Library Trustee Terri Grijalva, Library Alternate Trustee Kathleen Bower, Library Alternate Trustee Michele Corti  
Guests: Susan Fairbanks  
Absent: Library Director Steve Butzel
- II. Review / Adoption of Minutes:10/20/25 (<https://www.strathamnh.gov/node/643/minutes>)  
Heather H. moves to adopt the minutes of the 10/20 meeting, Sara seconds, all in favor.
- III. Director's Report  
Heather B. gave the director's report  
Several inappropriate pictures were found on the printer at closing several weeks ago, leading to some changes in printer access at the public computers. Computer use policy has been posted at all the public computers as well. The policy will be reviewed soon in conjunction with library staff and BoT.  
Website continues to progress, is currently in the process of being built.  
Programming has been going great. Numbers of registrations are up and programs have been very successful.  
Youth services - Search for new head of youth services was not successful so far. The one candidate that they were interested in withdrew. However, the former head of youth services, Courtney Wason, is coming in 9 hours a week through the end of the year and it has been going very smoothly. Hilary has picked up additional hours whenever as well. We are still down about 26 hours.  
The library was recognized in a will and will receive a \$5,000 bequest.  
The law allowing parents to view their minor childrens' borrowing records is coming into effect in January. The good news is that the library currently usually adds parents as a "proxy" on child accounts. In the future, this will not be optional while this law is in effect. Heather will update the policy and we plan to discuss further in December.
- IV. Friends of the Library update  
Susan Fairbanks gave the Friends update. The kids haunted halloween party was a big success. The Fall Foliage Soup event was on October 25th. They raised just under \$900 that day.  
The raffle is ongoing and they have over \$1,000 in raffle ticket sales so far with 4 days left.  
They had \$82 income, expenses \$723, balance over \$23,911.13 as of September 30.

No Friend's meeting in December.

Friends are also providing refreshments at the Dec. 17th Afternotes performance at the library.

V. Treasurer's Report

- A. Heather provided the Operations report. We are overspent in programming and technology. We're expecting to be about \$1,000 over for the programming, but we are not going to be over budget. We're ok on Media (materials) but no new purchases without reviewing them.

Additionally, 3 laptops that were ordered (and paid for) have not yet been shipped to us, so depending on when they get shipped those costs may shift to next year.

Terri gave the treasurer's report. The CD that we voted to roll over was renewed today (last quoted APR was 3.11%).

Laurie Ruest is the new finance administrator for the town of Stratham, but she is currently out for a few weeks.

Terry is looking into requirements for reporting to state attorney general from libraries that have private trust funds. Because our library does not hold its money in trust we likely do not need to do this reporting.

- B. Gale moved to accept \$199.17 in donations, Heather seconds. All in favor.

VI. Old Business

- A. Staff Appreciation - February or March 2026

Pie day was a big success and staff were very appreciative. The staff all signed a nice Thank-You note for the pies. We hope to continue the tradition.

We also want to have another staff appreciation event in the winter, February or March 2026. Heather H., Sarah B. and Terri will work to organize the event.

Mondays and Tuesdays are days that most staff are at the Library, so those might be good options. Plan to have a date by the next WML BoT meeting.

- B. Strategic Planning Process

At the last meeting we decided to push back strategic planning work to regroup in February.

Christine Friis is interested in staying with us as our consultant despite the delay (the timing still works with her). She would like to know more specifics about what we would need from her.

Steve would like to contribute to the efforts to revise the Mission, Vision, Values etc. He has been cleared to work on projects from home and has been reviewing the drafts and will send thoughts/feedback.

Gale met with the director of North Hampton public library that recently went through strategic planning process to learn about what worked for them. We want to have a balance of simplifying community engagement so that the community feels welcome to contribute and participate and not overwhelmed.

C. Trustee Recruitment Process

We have an opening for an alternate. Heather H. will not be staying on the trustees beyond March because of her upcoming move. This leaves 1 year of Heather's term that remains to be filled. Heather H's neighbor is very interested. Heather B. will encourage staff to recommend people. Gale also has some suggestions. We will try to get outreach in the Library Memo (newsletter).

VII. New Business

- A. Policy Updates - Continuation from earlier discussion regarding computer use policy: would like to make sure that policies are updated on a regular basis. Behavior and unattended children policy (currently one policy, should be separated to two separate policies).

Parental access to minor's library lending records - Heather B. will have a draft for next meeting.

- B. Director's Return to Work Planning - Steve is planning to be back on December 1, probably part-time at first.

- C. Library Budget was presented at the Select Board meeting this evening. Library staff/BoT will present at a future meeting (probably Dec. or January).

- D. We came in under budget on the bathroom renovation project by about \$7,000. We are hoping to use this to make the assistant director's office more open/visible with the addition of a window in the wall so the front desk will still be visible.

VIII. Next Meeting - 12/15/25, 6:30 PM

- IX. Adjournment - Heather H. moved to adjourn the meeting, Terri seconds, all in favor. Meeting adjourned at 8:35pm.

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.