

**Wiggin Memorial Library  
Board of Trustees Meeting Minutes  
Monday, January 13, 2025, 6:30 PM  
Public Welcome**

**I. Call to Order / Welcome Guests**

Meeting called to order 6:33pm.

Attendees (all in person): Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Ana Makabali, Library Trustee Heather Harvey, Library Trustee Sara Rosenthal, Library Alternate Trustee Michele Corti, Library Alternate Trustee Kathleen Bower, Library Alternate Trustee Terri Grijalva

Absent: Connie Gilman, Library Trustee

Guests: Sara Bedingfield, Susan Fairbanks, Christine Caldwell, Andy Gilman

**II. Review / Adoption of Minutes: 12/16/2024 (<https://www.strathamnh.gov/node/643/minutes>)**

Sara motions to accept the minutes as amended. Heather seconds. All in favor.

**III. Director's Report**

Steve Butzel gave the director's report. Summarized the WML Budget presentation to the Budget Advisory Committee and Select Board. Total change in budget 3.5%. Operating budget spent 99.5%, Net (Payroll and Operations) spent 93.5%. The shortfall from the payroll budget is due to staff changes.

HR update. One of the library pages has stepped down, and there are interviews for her replacement.

Youth & Teen Services: staff did an amazing job planning and presenting a range of well attended programs including a Happy Noon Year's Eve party, an all ages Glow in the Dark Mini Golf fest, and a teen "Bob Ross" Painting Party.

Adult Services: Penny's drop-in book discussion continues to be forum for lively discussion and building of meaningful community connections. In addition, Steve met with Scott Campbell and Trisha Ryden for the first of a series of weekly planning meetings of the adult programming committee. We are instituting new systems for planning programs further in advance and marketing them more robustly.

Steve met with Diane (recreation department) to discuss the Library and the Recreation Department partnering with each other on program development and marketing. We both see great opportunities for the year ahead!

Due to a large volume of book and other library collection orders at the end of 2024, several of our staff are doubling up efforts to receive, process and catalog a wave of recent deliveries. We are excited to get these new materials on display and ready for our cardholders to enjoy.

The Town's facilities staff continue to oversee the installation and fine tuning of new HVAC equipment and systems.

Town website project: Steve attended a presentation by one of the "finalist" vendors being considered for the project. He was given links to several library websites produced by this vendor.

#### Statistics:

##### Circulation & New Borrowers

Library-wide circulation was up 10.0% from last year. This includes both "print" and "digital collections". More specifically, in-person (or "print") circulation was up 5.8%, while the combined usage of OverDrive and Hoopla collections increased 19.1%.

367 new borrower accounts were created in 2024. This represents an all-time high, and was an increase from last year of 54%.

Meeting room & study room usage increased by 32% from 2023.

Museum pass usage increased 4.2%. The Museum of Science and the New England Aquarium passes were both used over 60 times.

#### IV. Friends of the Library update

Last meeting was in November. Voted on supporting children's programming (described in Director's report). They also had the new brochures developed and those were sent out to current Friends members to remind to renew their membership. Next meeting will be voting on museum passes so that they can be processed as they come up. Friends have been identified as one of 2 nonprofits that will get profits from the Fabulous Find (in February). Net gain of \$5,000 from this time last year. This is after spending over \$5,000 on children's programming, over \$2,000 on museum memberships etc. Current balance at the start of 2025 is \$11,000.

#### V. Treasurer's Report

Ana provided the Treasurer's Report. Current operating account is sufficient to cover expenses until the town disbursement.

CD Yield is \$7,178.10. Second CD is maturing in February. Heather moves to renew the CD for another 6 months, Gale seconds. All in favor.

Donations \$5,000 on behalf of the Hamel and Simas families. Gale moves to accept the \$5,000 donation, Heather seconds, all in favor.

M&T credit card was transferred to Steve's name. We have a new M&T contact (senior relationship mgr. Gov't banking, Johnathan Cohen).

Steve and Patricia worked on encumbering \$7,000 for new desktop computers to be purchased this year.

After the March election, the election results need to be sent to TD Bank so that they can send

us new signature cards. She is requesting that the checks be signed every other week. Patricia, our bookkeeper did not ask for a rate increase for 2025 because Heather B. and Steve B. have had everything ready for her when she comes in. She was paid around \$550 per month previously when she was repeatedly having to stay long hours. Now that the process has become more efficient, she is paid a flat rate \$400 per month. (Contract states \$400 flat rate for a specified number of hours, but will be paid additional if hours exceed those agreed upon).

## VI. Old Business

### A. 2025 Budget Planning

The budget planning meeting was a preliminary round. David Moore presented and said that 2025 is a very difficult year for budget planning. The town website development budget will become a town budget item (vs. a library budget item) once the website is complete. The library has \$7,000 encumbered for computer purchases. The town can not promise they can come up with another \$7,000 for computer purchases. The town can not reimburse us if we spend money for the computers.

Gale suggested we take the remaining money from the operating account and move it to the reserve account when we get our next disbursement from the town. Then use our reserve account to pay the remaining balance for the new computer hardware. A total of 14 new computers are needed. If we replace them all now we should proactively stagger the computer replacement in the future to avoid a large expenditure at once.

Heather moves to use \$7,000 from the TD Bank Reserve fund to fund the purchase of new staff computers. Sara seconds. All in favor.

### B. Bathroom Project

Gale updated on the bathroom project. Proposals were due last Friday 1/10. The town received 7 proposals (not all have been reviewed by DPW yet).

### C. Trustee Recruitment

Ana updated on recruitment. Ana sent interested potential candidates an email with all of the pertinent dates (filing deadline, etc.). We should know by next meeting who is running. The Voter Information Night is usually the week before the election.

### D. Trustee Online Record Storage

Terri and Sara updated on the discussion regarding online document storage for trustees. Will plan to test document storage for trustee access using Google Drive free account.

## VII. New Business

### A. Collection Policy, Sec. 7 Update

Steve and Heather looked at the collection policy as it relates to objection to materials. It was last updated in 2017. The updated policy includes a clear procedure for when a patron wishes to request reconsideration of an item in the library collection.

Heather moves to adopt subsection F "Objection to Materials" of the collection development policy as amended. Sara seconds. All in favor. Steve will print the document and make it available for trustees to sign by the end of the week.

#### VIII. NonPublicSession

8:21 Gale moves to close the public session and move to Executive (non-public) session per reasons listed in RSA 91A:3, II. Heather seconds, all in favor.

8:40pm Sara moves to seal the minutes of the non-public session and move out of the non-public session. Heather seconds. All in favor.

IX. Next Meeting -2/17/25 6:30pm

X. Adjournment

8:41pm Gale moves to adjourn the meeting. Ana 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.