

Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday, June 16, 2025, 6:30 PM
Public Welcome

I. Call to Order / Welcome Guests,

Meeting called to order by Gale at 6:34pm.

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

No Guests.

Absent: Library Trustee Sarah Beddingfield, Library Alternate Trustee Michele Corti

II. Review / Adoption of Minutes from 5/19/2025

(<https://www.strathamnh.gov/node/643/minutes>)

Terri moves to accept the minutes from the 5/19/25 meeting, Gale seconds. All in favor.

III. Director's Report

Steve provided the director's report.

A. Administration

1. New youth services library assistant, Hillary, has started and is a great asset to the library.
2. Select Board presentation
3. All-Staff meeting & questionnaire
 - a) Scheduling library visits for staff to see other Seacoast area libraries and how they work.
4. Parking lot signs to reserve parking for library patrons (this had been an issue during sporting events)
5. Hosting NHLA-ITS meeting

B. Programming, Services, and Partnership

1. Youth & Teen Services Staff
 - a) Story Times
 - b) Dungeons & Dragons
 - c) "Go Home : An Immigrant's Story with Terry Farish & Lochan Sharma"
 - d) Summer Reading Programs!!
2. Adult Programs
 - a) Puzzle competition
 - b) Patagonia Travelogues
 - c) Fueling Focus: A Parent's Guide to Nutrition and Behavior
 - d) Book groups: Virtual Group, My Wednesday is Booked, Director's Group
 - e) Zoom programs

- (1) "Champions of Change: The Fight for Equality and the Early Women's Movement"
- (2) "Mystery/Thriller Recommendations with best-selling author Joseph Finder"
- 3. Upcoming Adult Programs
 - a) More Zoom programs
 - b) Adult Summer Reading Program
 - (1) Film Noir program
 - (2) True Crime author program
 - (3) Prizes!
 - c) Jill Nooney from Bedrock Gardens, Sat. July 12
 - d) Best-selling and award-winning author Keith O'Brien, Mon. July 14
 - e) More in the works!
 - (1) Mushrooms and foraging
 - (2) Podcaster Toby Ball

C. Technology

- 1. Koha, ByWater, Cloudflare & DNS updates - Bot attacks have been remedied by updates.
- 2. Update on Library website project - Navigation is hugely improved on the new design, still tweaking some visuals.
- 3. Update on upgrading staff PCs - Still awaiting delivery of 7 computers.
- 4. Update on library app - will now be able to reserve meeting rooms and apply for library card using the app.

IV. Friends of the Library update

No friends present at this meeting. Gale and Steve plan to attend their last meeting of the summer tomorrow (no meetings in July and August).

Gale reports they have provided support for summer reading program.

Terri suggested "NH Gives" campaign as a possible fundraiser for next year.

V. Treasurer's Report - Steve gave library financial update - right on target with budget, no concerns. Still looking for opportunities that are of interest to library staff for "Education/Training." Not a lot of interest in many conferences so far, there is some interest in Excel training. We can continue to investigate staff interests and needs and think of ideas as we are working on strategic planning.

Terri presented the treasurer's report. We will need to vote to renew the CD that matures in August at our July meeting.

Second disbursement from the town \$58,772

Trustees of the Trust Fund \$4,861.02

Steve has the new M&T credit card.

Bookkeeping - Affinity Bookkeeping Plus - fee structure is the same, billing will be through Affinity. Patricia told us that she was going to continue coming in as new people were added, but this past Wednesday only David was present. They helped migrate to the web-based QuickBooks that cost about \$200 of their time but will save us money compared to the cost of keeping the desktop license.

Trustee expense request form has been uploaded to the google drive.

- A. Accept Donations - no donations to accept

VI. Old Business

- A. Legislative Review

NHLA sent veto request to governor's office regarding HB 324

No definitive updates on other library-related bills

- B. Bathroom Project Update - Gale provided update.

Steve and Gale met with owner of Schroder Construction. They will be coming in on Friday to prepare the area and erect a partition and storage area. Work should begin on the 23rd and last for about 3 weeks.

- C. Planning for retreat at Portsmouth Library on 6/24/25

9am-noon or 1pm at Portsmouth Library

Will have some prompts and strategic planning information that will be sent out by Friday this week.

- D. Review of suggestions for allocation of Trustee Reserve funds

Interest in exterior mural near library entrance. This is an opportunity we will investigate even before strategic planning is completed.

Also interested in supporting inter-library loan, and several other options. Will continue to evaluate options as Strategic Plan is developed.

- E. "Right to Know" discussion - will be posting notice for smaller group/committee meetings moving forward.

VII. New Business

- A. NHLTA Training in August - "Trustee Orientation"

- B. Concern about trustee with necessary absence and how to support them in their participation as they are able.

VIII. NonPublicSession (none)

IX. Next Meeting - July 21, 2025 at 6:30pm

X. Adjournment

Heather moves to adjourn the meeting at 8:42pm, Terri 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.