

**Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday, August 18, 2025, 6:30 PM
Public Welcome**

- I. Call to Order / Welcome Guests

Gale called the meeting to order at 6:29pm.
Present: Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Terri Grijalva, Library Trustee Sara Rosenthal, Library Trustee Heather Harvey, 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 7/21/2025. Terri moved to adopt the meeting minutes from 7/21, Sara seconds, all in favor.
(<https://www.strathamnh.gov/node/643/minutes>)
- III. Director's Report
 - A. Administration & Human Resources
 1. Finance & HR administration at Municipal Center - Christiane is coming back on an interim basis for 3 months.
 2. Library parking signage - Tim Stevens would like to paint about 10 spaces to reserve them for library patrons (this has been an issue when there are sporting events at the park). Steve will discuss this at the Sept. 2nd select board meeting.
 3. All-Staff Meeting October 7, 2025
 - B. Performance Measures
 1. Museum pass usage up 25% so far this year
In-person circulation of materials (large print, new items) 3.5% ahead of this time last year, significant increases in large print and new items after shifting the area to allow better display.
 - C. Collection Management & Resource Sharing
 1. Rearrangement of shelving for: new books and DVDs; local history
 2. Resource sharing with other libraries - Consortium with Hampton and Greenland (possibly Rye) is still in the works. Potentially as soon as November or December we could be searching 3 catalogs.
 - D. Programming, Services & Partnership
 1. Youth & Teen Services Staff
 - a. Summer Reading Program recap: number of signups and participation increased from last year.
 2. Adult Services
 - a. Recurring programs, Zoom-based programs, In person programs
Candyland and Taylor Swift trivia night were very well attended.

3. Program evaluation form and data tracking - tracking feedback from programming using QR code surveys that get filled into online form.
4. Outreach: WML/Friends of WML pop-up tent for events (Stratham Summerfest, Food Truck Thursdays etc.).

E. Technology

1. New PCs and monitors - Final installation of 6 new PCs and some monitors has taken place.
2. Website heading into next phase - Website project has been put into code so the site can be viewed/tested. Meeting with Revize and Steve should be able to show us the site soon.
3. Mobile/wireless printing - will move forward on this in 1-2 months. Patrons will be able to print from home and come in and ask the library to release the print job.
4. Upcoming meeting with Block5 - Networking changes and improvements that we may want to invest in. They are working on a quote for us. We would like to have a printer exclusively for staff use.

IV. Friends of the Library update

Gale gave the update on behalf of the friends. The Friends of the Library is having a party tomorrow afternoon at the library. They are currently working on mission/vision/values statement and planning a fundraiser for sometime in October. They're considering adding a "lifetime membership" option for the Friends. NHLTA is organizing a gathering for Friends organizations (as well as Trustees) in Hooksett September 27th.

V. Treasurer's Report

- A. Operational budget - on track for this point in the year.
Treasurer report - we approved rolling over the CD that matured today at our last meeting.
- B. Accept Donations. May donations \$345.04, June Donations \$25.55, July donations \$212.42, August donations \$166.50. Sara moves to accept the May, June, July, and August donations. Heather seconds, all in favor.

VI. Old Business

- A. Legislative Review - Governor signed HB 273. The amended bill states that library records shall be available to the parent or legal guardian of the minor when requested by the parent or legal guardian listed on the library account.
- B. Preparation for Strategic Planning Process: Interest Group Reports
 1. Mission, Vision, Core Values - We plan to gather some input from staff as part of a "brainstorming" process on thoughts for Mission Vision and Core Values.
 2. Consultants - Have interviewed two very different options for consultants.
 - a) Dave Wagner - drives the whole process, runs forums, some library experience. Would be significant expense (~\$30,000).

- b) Christine Frieze (library director in Portsmouth) - has done lots of library work, she is more of a “coach” for the task force. She charges hourly. Would allow us more flexibility for budget and trustees to become more familiar with strategic-planning process (more independent next time). As a next step, Lisa Henry will reach out to Christine to get contact information from the Charlotte, VT and Brattleboro, VT libraries in order to pursue references for her.
 - 3. Task Force -hub and spoke model for strategic planning. We need task force members who are interested and have skills to help with the process. Do we need an “operations manager” to help keep processes on track? We will see how things go and keep this on the table as an option if things get stuck.
- VII. New Business
- A. Water Quality at Drinking Fountain - Water treatment has been tested. Gale has spoken with Mike Houghton and he agrees we should be able to provide more detailed results of the water testing at the fountain.
 - B. Staff Performance Reviews - It’s time to start thinking about staff performance reviews again.
- VIII. Non-Public Session - 8:21 pm Heather moves to close the public session and move to a non-public (executive session) for reasons listed in RSA 91A:3, II. Terri seconds. All in favor.
- IX. Next Meeting - Monday, September 15, 2025 at 6:30pm
- X. Adjournment - Meeting adjourned at 8:51pm.

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.