

**Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday, September 15, 2025, 6:30 PM
Public Welcome
Town Administrator's Conference Room**

- I. Call to Order / Welcome Guests
Meeting called to order at 6:31pm.
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, Library Alternate Trustee Michele Corti
Guests: Susan Fairbanks
Absent: Library Trustee Sarah Beddingfield
- II. Review / Adoption of Minutes from 8/18/2025 Heather moves to adopt the minutes, Terri, seconds. All in favor. (<https://www.strathamnh.gov/node/643/minutes>)
- III. Director's Report
 - A. Administration & Human Resources
 1. Library parking spaces - Steve reviewed the parking situation for the select board. They will get an estimate for painting approximately 10 spaces for library parking.
 2. Library raised beds, tools, and shed - We're looking at moving the raised garden beds, garden shed and lending tools to reside near the Stratham Community Garden for easier access. Stratham residents who do not have a garden plot will still be able to borrow tools from the new location.
 3. All-staff meeting will be rescheduled due to Steve's vacation October 2-8
 4. Human resources update - Scott Campbell's last day was on Saturday so we're looking into other options for staffing in the interim.
 - B. Programming, Services and Partnership
 1. Youth and teen services staff
 2. Adult Services - Several of the recent events were very popular - aircraft photography, wildlife in your backyard, etc.
 - C. Collection Management and Resource Sharing
 1. Resource sharing with other libraries - There was another meeting with the library directors interested in sharing resources to discuss using ByWater to integrate KOHA resource management system. Each library will pay for the migration of their own data into the cooperative resource. Hope to go live in January. First year transportation of library materials will be provided by Greenland Library, but discussion is starting regarding the future of transportation beyond the first year.
 - D. Technology

1. Website heading into “content management system” phase - we can now start learning how to edit our pages.
2. IT recycling program - We bought several new computers and now we have some old monitors and machines that need to be disposed of or recycled. Penny recommended a nonprofit company that officially wipes the computers clean and reuses them where possible, or recycles the components.

E. Legislative / Library Policy

1. Linked cards issue - HB273 Law goes into effect in January. Parents/guardians will be able to request access to library materials borrowing history for any child under the age of 18. So moving forward several libraries are going to require linking a parent card to any child card. We will develop a new process moving forward for new registrants. Heather suggested asking the town lawyer whether previous registrants without a linked parent account will have to be linked immediately vs. waiting until parents request access.

IV. Friends of the Library update - Susan Fairbanks gave the update. Casino fundraiser check was for \$10,729. Second week is November 7-11 at the Beach Club on Hampton Beach. Susan is the new president of the Friends. She reached out to the president of the Friends of the Hampton Library and the Exeter Library to find out about how they do things. Several Friends organizations are interested in working together in a similar manner to the library consortium in the works. They’re planning a fall foliage event on October 25th. Also working on some additional events, community oven (restaurant fundraisers), Stratham Summer Fest, etc.

Friends had a lemonade and cookies event in August that was a nice event to publicize the organization and help people get together. Friends have also begun volunteering at some of the kids events at WML. October 27 Halloween party - need volunteers to help with the party. October 28 need volunteers for cleanup of haunted house etc.

Friends are considering adding “lifetime membership” option to their membership options.

V. Treasurer’s Report

Library operations: About 70% through the year, about 60% through the payroll at this point. On track with spending in all categories.

Terri gave treasurer’s report:

The CD that rolled over in August has a 3.45% interest rate.

Heather moves to accept \$474.55 in donations, Gale seconds, all in favor.

Bookkeeper - They’re proposing a new contract for next year with an increase in \$35/month beginning in January. Terri did some preliminary research online and the pricing seems to be inline with other organizations offering bookkeeping services.

VI. Old Business

A. Legislative Review - nothing besides the update on parent-child linked library cards issue.

B. Preparation for Strategic Planning Process: Interest Group Reports

1. Mission, Vision, Values - 4 staff and 5 trustees responded to questionnaire about mission, vision and values. Heather compiled responses. Trustees will read the compilation and provide feedback to the committee (Michele) on proposed Mission, Vision, and Core Values so we can finish refining at the next meeting.
2. Consultant - Committee reached out to the town (Charlotte) in Vermont where Christine used to work and she had glowing reviews from them. They're talking with her on Thursday to get a sense of what the work might look like.
3. Taskforce composition - We will take some guidance from our consultant. Gale, Kathy and Terri discussed how to engage the community, where to gather people, etc. Terri drafted a "Strategic task force team member Job Description" to help delineate expectations for participation.
Staff Taskforce Members - Steve and Tricia will likely be the staff members.
Trustee members - Terri and Gale
Community members - Several suggestions for community members.
Board members will think about options, and Steve will gather ideas from staff members on community members who they think would be interested in helping with the strategic planning process.

VII. New Business

A. Staff Appreciation: Pie Day

Terri compiled a document about the usual Pie Day procedure based on Ana's information. Kathy agreed to be the coordinator of this this year.

VIII. Non-Public Session

8:39pm Heather moves to close the public session and move into executive (non-public) session for reasons listed in RSA 91A:3, II. Terri seconds. All in favor.

IX. Next Meeting - Monday, October 20 at 6:30pm

X. Adjournment Meeting adjourned at 9:26pm

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.