Wiggin Memorial Library
Board of Trustees Meeting Minutes DRAFT
Monday, October 19, 2026, 6:30 PM
Public Welcome

I. Call to Order / Welcome Guests
6:31pm, meeting called to order by Gale.
Attendees: Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Terri Grijalva, Library Trustee Sara Rosenthal, Library Trustee Sarah Bedingfield, Library Trustee Judith Norton, Library Alternate Trustee Kathleen Bower, Library Alternate Trustee Michele Corti

II. Review / Adoption of Minutes: 9/21/26 Judy moves to adopt the minutes as presented , Terri seconds, all in favor
(https://www.strathamnh.gov/boards/library_trustees/agendas_minutes.php)

III. Director's Report

A. Library Administration

1. Human resources
    a) New employee starting Wednesday, Alexis Britton, full-time Youth Services employee
    b) "Mid-year" employee check-ins - Steve has met with all employees. Plans to continue this moving forward.
2. Accessibility purchases - The library now has a wheelchair and a rollator/walker for patrons to use at the library.
3. Consortium meetings - Zoom meeting coming up. Hoping to have a get-together for staff from the d different libraries to meet each other.
4. Youth services office upgrades - Youth services has new desks for staff and some new filing cabinets that help open up the space.
5. FY2027 Budget - Proposal submitted to town manager. Also requested funds for capital improvement plan.

B. Policies

1. 2027 Holidays (see discussion in Old Business)

C. Programming

1. Collaboration with Recreation Department
    a) Senior Coffee Hour on Fridays
    b) Mah Jongg on Mondays
2. MLK, Jr. Celebration Committee
    a) Essmaa Litim book talk, Jan 15, 2027 (Zoom)
3. Upcoming art exhibitions
    a) Ellen Marlatt, November 2026
    b) Jennifer Vigneau, December 2026

IV. Friends of the Library update given by Gale (no Friends representatives available)
The soup event was a big success again, making $1,512. Next year they will work harder to make sure it's not scheduled on the same day as the pancake breakfast. Leftover food was donated to two local community fridges.

V. Treasurer's Report
Steve gave the operations report. Library is ahead of calendar year on spending, but when additional investments from the trustee reserve account are factored in the spending is on track for the year.

A. Accept Donations
Gale moves to accept $208.07 in donations, Judy seconds, all in favor.

B. Terri has ordered thank you notes and will place them by the Trustee mailbox.

VI. Old Business

A. Update on Strategic Planning Process - reviewed draft of WML Strategic Plan wording. Terri moves to accept the October 19 draft of the Strategic Plan document, Sarah B. seconds, all in favor.

B. Revised policies review and approval -
The board is responsible for approving the holiday schedule for the following year at the October meeting. The addition of Juneteenth (Federal Holiday) this coming year. There are 15 holiday days for 2027 (this is due to some holidays falling on Saturday, and the library being closed on Friday also).
Terri moves to approve the 2027 WML Holiday and Library Closure schedule as stated, Sarah B. seconds, all in favor.
Gale and Steve have started looking at the WML policy on sick days and carry-over and WML is lower on both measures compared with other libraries in the area. We will discuss this at our next meeting.

C. Pie day planning - Kathy provided the update. Pies will be delivered on October 30th (Friday). We will know the delivery time on/around the 28th. Will need a check to give to Valley View Orchard Pies at delivery. Gale will be the pie coordinator as Kathy will not be in town for pie delivery.

VII. New Business - No New Business

VIII. Non-Public Executive Session - No Executive Session.

IX. Next Meeting - November 16, 2026 at 6:30pm

X. Adjournment
Judy moves to adjourn the meeting at 8:11pm, Sara 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.