Wiggin Memorial Library
Board of Trustees Meeting Minutes DRAFT
Monday, November 16, 2026, 6:30 PM
Public Welcome

I. Call to Order / Welcome Guests Meeting called to order by Gale at 6:32pm.
Attendees: Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Terri Grijalva, Library Trustee Sara Rosenthal, Library Trustee Judith Norton, Library Alternate Trustee Kathleen Bower, Library Alternate Trustee Michele Corti
Guest: Susan Fairbanks, Friends of the Library
Absent: Library Trustee Sarah Bedingfield

II. Review / Adoption of Minutes: 10/19/26
Judy moves to accept 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. New building security and key system is now operational.
      2. Steve has begun attending the Town of Stratham Communications and Community Engagement Committee meetings.
      3. Electrical work in library - the electrical panel was assessed in order to plan for some changes to fix some existing issues. The repairs will not require a second electrical panel as the loads should be able to be redistributed on the existing panel.
      4. 2027 WML Holiday and Library Closure Schedule corrections - errors were corrected on the previous version (some holidays were on the wrong day of the week) and the total number of library closure days is 14 instead of 15 days.
   B. Programming - library in person and zoom programming continues to be well attended. Programs this past month include: Pumpkin craft with Karen, Canva learning group, Emergency Preparedness for adults, Halloween Party, Teen Special Effects Makeup, What do you do with… (spices), Beyond the Bedside (caregiver discussion), Finding your Immigrant Ancestors, Monthly Saturday Family Storytime, several zoom programs as well.
   C. Collections management
      1. Library of Things - latest addition is a Nintendo Switch 2
      2. End of Year Purchasing of materials on track.

IV. Friends of the Library update - Raffle is underway now (this is the last week). Using Venmo has facilitated donations for the raffle and the soup event. Friends of the WML have a meeting tomorrow, they will vote on the museum passes. The friends do not plan to meet in December and January, but will plan a new special event meeting for February 2027.

V. Treasurer's Report
   A. Accept Donations - Gale moves to accept donations totaling $160.50, Judy seconds, all in favor.
   B. CD Deadline. One of the CD's matures today, the current interest rate is 3.2% and the new rate for 6 months is 3.7% (for 12 months the rate would be 3.85%). Terri moves to roll over the CD 6863 into a 12 month CD for the higher rate. Gale seconds, all in favor.
   C. Trustee Account Transfer Requests - Terri moves to approve the phase 2 request for additional library investments from the trustee reserve account in the amount of $17,446.85. Judy seconds, all in favor.

VI. Old Business
   A. Update on Strategic Planning Process - Strategic planning process has been on time and under budget. Official printed copies should be ready tomorrow.
   B. Policy Update/Revisions and Process Discussion - Gale moves to adopt the Management of Policies and Procedures document as presented, Terri seconds, all in favor.
      Steve brought up a potential change for the personnel policy. WML currently offers the lowest number of sick days per year (9 days for FT employees). Judy moved to amend the personnel policy to reflect a change in number of sick days to 15 days per year for FT employees. Gale seconds. All in favor.
      Gale moves to amend the personnel policy to reflect a maximum sick day accumulation of 75 days for FT employees. Judy seconds, all in favor.
   C. Pie Day Wrap-up - Pie day went well, we will continue research options for this in future years.

VII. New Business
   A. 2027 Budget Draft - Steve has worked on a draft budget to be presented to the select board in December. Sara moves to accept the 2027 draft budget to be presented to the select board, Gale seconds, all in favor.

VIII. Next Meeting - December 21, 2026 at 6:30pm

IX. Adjournment - Judy moves to adjourn the meeting, Gale seconds, all in favor. Meeting adjourned at 8:45pm

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.