

**Wiggin Memorial Library**  
**Board of Trustees Meeting Minutes**  
**Wednesday, January 28, 2026, 6:30 PM**  
***Rescheduled from Monday, January 26, 2026***  
**Public Welcome**

- I. Call to Order (6:32pm) / Welcome Guests  
**Present:** Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Heather Harvey, Library Trustee Terri Grijalva, Library Alternate Trustee Michele Corti  
**Guests:** Susan Fairbanks (Friends of the Library), Judy Norton (Friends of the Library), Jenny Hinson  
**Absent:** Library Trustee Sara Rosenthal, Library Trustee Sarah Bedingfield, Library Alternate Trustee Kathleen Bower
- II. Review / Adoption of Minutes:12/15/25  
([https://www.strathamnh.gov/boards/library\\_trustees/agendas\\_minutes.php](https://www.strathamnh.gov/boards/library_trustees/agendas_minutes.php)) - Heather Harvey moved to adopt the amended minutes as presented, Terri Grijalva seconded the motion, all in favor.
- III. Director's Report (Steve Butzel)
  - A. Programming & Services
    1. Youth & Teen: Storytimes, Happy Noon Year's Party, All Ages KPop Demon Hunters Party, etc.; starting summer reading plan preparations
    2. Adult: MLK book discussion and speaker event at CMS was a huge success with a lot of participation
    3. Future: Many programs scheduled for spring, inc. gardening, authors, etc.
  - B. 2025 Circulation & Other Statistics: Circulation of "in-person" library materials increased by 7.2%; OverDrive checkouts increased 4.3%; Hoopla usage increased 17.4%; Museum pass usage increased 13%; 53 virtual programs were held with over 750 attendees (more than double the goal!)
  - C. Collection Management & Resource Sharing: Consortium planning is in progress; evaluating contractual language; target implementation is May 2026
  - D. Technology: new website is live and functional, have received positive feedback
  - E. Legislative/Library Policy
    1. Retaining Reader History: WML will enable new card holders to choose whether to opt in to retaining their reader history; WML will remove the staff's ability to access patron reading history; existing card holders will retain access to their reading history.
    2. HB 1214: This bill allows a municipality's governing body to assume governance of a public library; under this proposed legislation, a municipality can vote to transfer that governance role to its own municipal governing body. If a municipality chooses to do so, the existing library trustees would then shift to an advisory role; tentative hearing the week of 2/2
- IV. Friends of the Library update (Susan Fairbanks, President)

- A. Susan provided an update on the Friends' fundraising efforts in 2025
  - B. Planned events: 2nd annual soup event; raffle; book sale at Summer Fest; cookie/lemonade; will participate in National Library Week events in April
  - C. Friends are providing funding to support expenditures with the library's youth and adult summer & adult reading programs as well as an outreach tent.
- V. Treasurer's Report
- A. WML Financial Report - 2026 budget initiated
  - B. Treasurer Report (Trustee Terri Grijalva)
    - 1. Accepted Donations
      - a) \$368.37 (\$200 from Seacoast Village Project, \$100 recurring donation from Pamela Kulesza, \$66 from Stratham Knitters) - Heather Harvey motioned to approve donations, Gale Lyon seconded the motion, all in favor
      - b) \$600 (Kathy Bower) - Gale Lyon motioned to approve donation, Heather Harvey seconded the motion, all in favor
    - C. Thank You Cards for Donations - trustees will create a standard, consistent thank you card to be utilized going forward; will draft a process to address recurring donations and threshold and present at next Trustee Board meeting
- II. 2026 Budget Status - Town Meeting vote in March
- III. Old Business
- A. Policy Review - Unattended Children Policy is under review by Steve Butzel & Courtney Wason; expect Board vote to adopt the policy at February meeting
  - B. Board of Trustees Recruitment
    - 1. Judy Norton has filed to run for the 1 year trustee term
    - 2. Jenny Hinson - alternate trustee position - Heather moved to offer the alternate trustee position to Jenny Hinson, Terri seconded the motion, all in favor
    - 3. Voter Information Night: 3/5 @630pm, Stratham Municipal Center
  - C. Staff Appreciation (February 16, 9:30am-11:30am)
  - D. Reminder: NHLTA Conference, 5/27 - <https://nhlta.org/event/nhlta-conference-annual-meeting/> - need to register and pay individually and get reimbursed by the Trustees
  - E. Strategic Planning - Recommendation:
    - 1. Create a Steering Committee to include (2) trustees & (2) staff, working with consultant
    - 2. Tentative timeline: kick off in March, target completion in October
    - 3. Responsibilities to include: a timeline with planning tasks, conduct both a larger community outreach and staff focus group, develop a survey and tabulate data, conduct an all town open forum, draft & share the strategic plan
- II. New Business - n/a

- III. Executive (non-public) Session - 8:38pm Heather moves to close the public session and move into a non-public, executive session for reasons listed in RSA 91-A:3, II. Gale seconds, all in favor.
- IV. Next Meeting - 2/16/26
- V. Adjournment - Gale moved to adjourn the meeting at 8:52pm, Heather 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.