

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

- I. Call to Order (6:35pm) / Welcome Guests
Present: Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Terri Grijalva, Library Trustee Sarah Bedingfield, Library Trustee Sara Rosenthal, Library Alternate Trustee Michele Corti
Absent: Library Trustee Heather Harvey, Library Alternate Trustee Kathleen Bower
Guests: Susan Fairbanks, Friends of the WML; Judy Norton, Friends of the WML
- II. Review / Adoption of Minutes:1/28/25 Terri moves to adopt the minutes, Gale seconds, all in favor. (https://www.strathamnh.gov/boards/library_trustees/agendas_minutes.php)
- III. Director's Report (Steve Butzel)
 - A. Library Services
 1. Circulating collections - overall borrowing up 21% from this time last year
 - a) Video games - new collection added in teen room and these have been a popular item.
 2. Reconsidering subscription to Wall Street Journal (digital) due to low use.
 3. MYWIGGIN library app - evaluate continued support (cost vs. benefit) in context of new website design which is mobile friendly and has greater functionality re: search results.
 4. Gardening Tools program - Per discussion with UNH, WML will retain ownership of the tools but they will be relocated to the community garden so they may be used there. UNH also asked us to consider whether any tools that increase accessibility of gardening might be useful. Steve has looked into some items that could be helpful for people with reduced mobility or strength.
 5. Wireless printing service - Current printer has been damaged, looking into repair/replacement options and possibly may implement a new wireless printing service.
 - B. **Programming & Services**
 1. Youth & Teen Services Staff
 - a) Storytimes, Alice in Wonderland Tea Party have been popular/successful
 2. Adult Services
 - a) Recurring programs
 - b) Zoom-based programs
 - c) In person programs
 - (1) Laura Knoy, Valentines Craft, Travelogues with Eve
 - d) Upcoming programs

(1) Home Downsizing and Organization, Voter Information Night, Vero's Cooking series, Falconry demonstration, Suffrage Quilts with Pamela Weeks

3. Collection Management and Resource Sharing - 2 of the 3 library directors have signed agreement. "Go Live" of shared catalogue planned for May.
4. Collaboration with Town Departments and Select Board
 - a) Law Enforcement - AARP meets at the library and asked if library staff has been given guidance about procedures if ICE comes on the premises. Steve has reached out to other libraries and town legal counsel and is awaiting advice on how to proceed.
 - b) Key card system - the town offices (and library) will be moving to a key card system to replace physical keys for internal and external doors.
5. Professional Development
 - a) Public Library Association Conference (March 31-April 1) - Steve is attending
 - b) Design and Branding for Libraries staff training planned for April 14 for library staff.
6. Library Policy - New library patrons will have to opt in if they want their borrowing history retained, existing users can turn off borrowing history tracking if they choose. Library staff no longer have access to borrowing history.

IV. Friends of the Library update - (Susan Fairbanks) gave the report from the Friends. They've had some issues renewing the museum memberships, the new procedure will be that the Library will handle the renewals, and the Friends of the Library will continue to pay for the museum memberships.
Beginning planning for the second soup fundraiser.
Next Friends meeting is tomorrow.

V. Treasurer's Report

On track with operating budget for this time of year.
Second CD is reaching maturity 2/17/26. Gale moves to roll over the second CD for an additional 6 month term. Sarah B. seconds, all in favor.
Terri updated the board on the correct procedure for accepting donations to the library. If donation larger than \$5,000 is received, public notice of the discussion surrounding donation approval is required.

- A. Accept Donations - Hugh and Mary Jane Tyler, \$200, Friends of WML \$3075.00, Pamela Kulesza \$100 (\$96.62 after PayPal Fee). Sara moves to accept these donations, Gale seconds, all in favor.

Thank-you procedure discussed for donations made to the WML.

In personnel policy there is a longevity bonus for employees with varying years of service (10 years plus). This impacts two library employees. Steve is clarifying the process by which the library longevity bonus is paid.

VI. Old Business

A. Vote on Several Policies Updates - reviewed the Rules of Library Behavior and the Unattended Children Policy. Terri moves to approve the policies as discussed, Sara R. seconds, all in favor.

B. Strategic Planning - the current plan is estimated to be about 6-7 month plan (per discussion with consultant). Several focus groups will be planned to get input from the broadest possible representation of the Stratham population. A survey will be distributed town-wide as well.

Christine would like for us to have a Mission, Vision, Core Values statement in place before she really gets started with the strategic planning work.

There will be some expenses due to the strategic planning process (consultant, surveys, marketing materials etc.).

VII. New Business - No new business.

VIII. Next Meeting - 3/16/26

IX. Adjournment Terri moves to adjourn the meeting at 8:23pm, Gale seconds, all in favor.

Meeting adjourned at 8:23pm.

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.