

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

- I. Meeting called to order at 6:32 pm
Present: Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Sara Rosenthal, Library Alternate Trustee Michele Corti, Library Alternate Trustee Jenny Hinson
Absent: Library Trustee Terri Grijalva, Library Alternate Trustee Kathleen Bower, Library Trustee Sarah Bedingfield, Library Trustee Judith Norton.
Guests: Susan Fairbanks, Friends of the WML
- II. Review / Adoption of Minutes: 2/16/26
Michele moves to accept the minutes, Sara seconds, all in favor.
(https://www.strathamnh.gov/boards/library_trustees/agendas_minutes.php)
- III. Director's Report
 - A. Library Administration
 1. 2026 Budget was approved by the town.
 2. Staff performance reviews in progress.
 - B. Library Services
 1. New shelving unit for book display in Youth Services - good quality and appears to be attracting a lot of attention of younger patrons
 2. Wireless printing project with Today's Business Solutions (TBS) is moving ahead.
 3. Digital signage project - looking into new digital monitor that will automatically update to display current and upcoming Library events near the main entrance. Heather, Penny and Steve are testing the software.
 4. National Library week is the week of April 21st, events are being planned including a movie showing on April 23rd (Thursday) which will be a joint venture with 2 other libraries and held at Wiggin Memorial Library.
 - C. Programming and Services
 1. NHSPCA Story Time was a huge success. Lots of families present for this event. Would like to continue relationship with NHSPCA.
 2. Recurring adult programs and zoom-based programs continuing success - Vero's cooking series. In-person programs (Home downsizing and organization, voter information night) also well attended.
 3. Upcoming programs: Falconry demonstration, Suffrage Quilts, Spring Gardening series.
 - D. Collection Management and Resource Sharing - Consortium of Rockingham Area Libraries (CORAL) "Kickoff call" with ByWater Solutions on March 18, 2026 to

finalize details. Presentation to Select Board on April 6, 2026. This collaboration will result in a cost savings for the town while tripling the physical materials that patrons have access to.

- E. Collaboration with Town Departments and Select Board - the key card security system update was approved.
 - F. Professional Development:
 - 1. Public Library Association Conference, March 31-April 3, 2026 - Steve will be in Mpls., MN for this.
 - 2. Graphic Design and Library Branding, Laura Benton from Portsmouth Library will provide this inservice/class for WML staff on April 14, 2026.
 - 3. MH Municipal Association has some free (?) certificate coursework that Steve is looking into as another relevant professional development resource.
- IV. Friends of the Library update - Provided by Susan Fairbanks
Next meeting is tomorrow.
Discussed at the last meeting whether they can get a credit card reader to use for events (like the soup event) for people who don't have cash.
Planning another Soup/Baking event for October 17.
More discussion about National Library Week at tomorrow's meeting.
- V. Treasurer's Report - Steve provided in Terri's absence
Spending overall is on track for the amount of time through the year. Programming is a bit ahead due to some of the front end programs being more expensive. Will continue to monitor and assess areas for potential collaboration with the Board.
First installment of town disbursement has been added to the operating account.
- A. Accept Donations
 - Pamela Kulesza \$100 recurring donation - Sara moves to accept the donation, Gale seconds, all in favor.
- VI. Old Business
- A. NHLTA Conference - Encouraging trustees to attend NHLTA conference on May 25th.
 - B. Strategic Planning - Gale shared what was discussed with the Strategic planning steering committee and consultant, as well as the proposed steps and timeline. Christine (consultant) will be at the 4/20 BoT meeting and we will plan to start at 6pm.
 - C. Policy Reviews - Trustee handbooks will be provided for Judy and Jenny (new trustees).
Personnel policy - Longevity bonuses - Town pays a bonus and the library pays an additional bonus for their staff. Initially Lori Ruest (finance administrator said this would be paid out over 26 pay periods as it is for the other town employees, however library staff found the supporting documentation and Lori agrees the

bonus will be paid out in a single paycheck when the staff member is eligible for their bonus.

Additional discussion about clarifying the town longevity bonus policy from the select board.

Meeting and Display Policy - Meeting rooms, exhibits, bulletin boards (all in one policy). Steve proposes making 3 separate policies and enhancing the art exhibit policy (he has several examples from other libraries).

Collection Development Policy - specifically need to review policy for challenging programs.

- VII. New Business - no new business
- VIII. Next Meeting - 4/20/26 6:00 pm (Note: 30 minutes earlier than usual).
- IX. Adjournment - Michele moves to adjourn the meeting, Jenny seconds. All in favor.
Meeting adjourned at 8:04pm