

**Wiggin Memorial Library**  
**Board of Trustees Meeting Minutes DRAFT**  
**Monday, April 20, 2026, 6:00 PM**  
**Public Welcome**

- I. Meeting called to order at 6:00pm  
**Present:** Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Sara Rosenthal, Library Trustee Judith Norton, Library Trustee Sarah Bedingfield, Library Alternate Trustee Michele Corti, Library Alternate Trustee Kathleen Bower,  
**Absent:** Library Trustee Terri Grijalva, Library Alternate Trustee Jenny Hinson.  
**Guests:** Christine Friese, Strategic Planning Consultant; Tricia Ryden, Library Staff; Susan Fairbanks, Friends of the Library
- II. Strategic Planning Project: Presentation by Christine Friese, Consultant  
Christine gave an overview of the Strategic Planning process: Why having a strategic plan is important, what has been done so far, what the rest of the process will look like, and how to use the strategic plan once it is complete.
- III. Review / Adoption of Minutes: 3/16/26 Judy moves to accept the minutes, Sarah B. seconds, all in favor.  
[https://www.strathamnh.gov/boards/library\\_trustees/agendas\\_minutes.php](https://www.strathamnh.gov/boards/library_trustees/agendas_minutes.php)
- IV. Director's Report
  - A. Library Administration
    1. Staff Performance Reviews - self assessments completed, Steve has given staff his remarks, and is currently about a third of the way through individual meetings with staff. He will continue checking in with staff on their goals quarterly.
    2. Youth Services Library Assistant interviews - Two great interviews, checking references on top candidate and hoping to move forward. 15hrs/week and some story hour coverage.
  - B. Library Services
    1. Library of Things project update - working on better display for Library of Things information signs
    2. Digital signage project update - 43 inch commercial grade screen has been purchased to place near library entrance to display upcoming events.
    3. Wireless printing project with TBS (Today's Business Solutions) - waiting to hear back from vendor
  - C. Programming & Services
    1. National Library Week
      - a) Staff/Trustee Potluck, Tuesday, April 21
      - b) Friends/Trustees Outreach Brunch, Wednesday, April 22
      - c) "The Librarians" documentary, Thursday, April 23
    2. Youth & Teen Servies

- a) Kids' Comic Club!, Science Fridays (Hilary has a big following for the science story hours)
    - b) Upcoming programs: Ooh La La! Mother's Day Spa! (Courtney created this program for kids to pamper their important grown-ups)
  - 3. Adult Services
    - a) Recurring and Zoom programs
    - b) In-Person Programs: Falconry, spring gardening series, very well attended.
    - c) Upcoming Programs: "History of Gym Class", "Fashion in the Age of Austen" with Astrida Schaeffer, writing a "Legacy Letter", Mary Preble Collage Art Exhibit. Trustees commented that the library staff creativity is just blossoming under Steve's encouragement.
  - 4. Collection Management & Resource Sharing
    - a) Reorganization of some collections in Youth Services - specifically placing books geared towards younger kids on lower display shelves.
    - b) Resource sharing with other libraries
      - (1) CORAL "Kickoff Call" with ByWater Solutions - March 18, 2026 - Go-Live planned for July.
      - (2) Steve presents to Select Board - May 4, 2026
  - 5. Professional Development
    - a) Public Library Association conference in Mpls, MN March 31-April 3, 2026 - great presentations on leadership, coaching, working with neurodiverse patrons and staff. Steve is sharing what he learned with WML staff.
    - b) Graphic Design & Library Branding presentation on April 14, 2026 with Laura Horwood- Benton. Presentation followed by hands-on workshop, then 1:1 staff consults with Laura to follow.
- V. Friends of the Library update - Susan Fairbanks
 

Starting to work on upcoming events: 1) Summer Fest book sale at Stratham Hill Park; 2) August meet & greet with cookies and lemonade etc.; 3) Soup Fest in the fall.

Next meeting is Tuesday, April 21.
- VI. Treasurer's Report provided by Steve in Terri's absence
 

Operational report:

About 26% through the year, some areas we've spent more: programming - will continue to evaluate status. Technology -digital display paid for accounts for some up-front costs, Equipment/Furninshings - updated some staff and display furniture, the photocopying contract also falls into this category.

Treasurer Report:

One of the CD's maturity date is on 5/18/2026 (the date of our next meeting), Terri suggested to Steve that we hold off on making a decision for this CD until our next meeting (there is a 7 day grace period to instruct the bank how we want to proceed). Gale moves to discuss this CD at the next meeting, Judy seconds, all in favor.

A. Accept Donations

Recurring donation from Pam Kulesza, \$100

Checks from friends for Museum passes and outreach brunch,

Sara moves to accept the donations, Gale seconds, all in favor.

VII. Old Business

A. NHLTA Conference on May 27, 2026 (Manchester)

B. National Library Week Activities

C. Trustee Handbooks - What should we have for Handbooks? Maybe 2 paper copy handbooks (one in Steve's office, one in the staff break room "Trustee" area).

Planning to see about moving "digital" with the handbook and policies.

- Also need documents of "Job Descriptions" for BoT officers

VIII. New Business

A. Director's Wish List for 2026 - Other libraries have "supplemental funding"

request process, considering such an option for WML. There is a history of the library director coming to the board with requests for certain projects/needs that were not covered by the budget etc. Steve shared several items he has on his list of "Opportunities for further investment" at the Library.

Gale moves to institute a semi-annual process of reviewing requests from the library director for additional library investment opportunities to be funded by the Trustee reserve fund. Judy seconds, All in favor.

IX. Next Meeting - 5/18/26 at 6:30 PM

X. Adjournment - Judy moves to adjourn the meeting at 8:18pm, Gale 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.