

Wiggin Memorial Library
Board of Trustees Meeting Minutes DRAFT
Monday, May 18, 2026, 6:30 PM
Public Welcome

- I. Call to Order / Welcome Guests - Meeting called to order at 6:30pm
Present: Library Director Steve Butzel, Library Trustee Gale Lyon, Library Trustee Terri Grijalva, Library Trustee Sara Rosenthal, Library Trustee Sarah Bedingfield, Library Trustee Judith Norton, Library Alternate Trustee Michele Corti, Library Alternate Trustee Kathleen Bower,
Absent: Library Alternate Trustee Jenny Hinson
Guests: Susan Fairbanks, Friends of the WML
- II. Review / Adoption of Minutes: 4/20/26 Judy moves to adopt the minutes, Sarah B. seconds, all in favor.
https://www.strathamnh.gov/boards/library_trustees/agendas_minutes.php
- III. Director's Report
 - A. Library Administration
 1. Youth Services Library Assistant hired - things going well so far. Also, one library staff member resigned. Plans are in place to support the youth services department and ensure adequate staffing during the summer.
 2. New outreach tent arrived - will be utilized at upcoming outreach activities including NHSPCA PAWS Walk.
 3. Order placed for new upholstered chairs - scheduled to arrive in about 9 weeks.
 4. Nonfiction "wing" redesign in adult collections area - Timing should coincide with delivery of chairs.
 - B. Programming and Services
 1. Youth and Teen Services
 - a) Summer Reading Program - Kickoff: Magic Show with Mike Bent, June 26th.
 2. Adult Services
 - a) Zoom-based programs: 6 very successful zoom-based programs since the last meeting. Virtual book group; "Banning Books in America; Not a How to" with Author Samuel Cohen; A look at Katharine Hepburn with Authors Priya Parmar and Paula McLain; SciFi Book Recommendations with Author Elizabeth Bear; The Remarkable Life and Career of Lee Miller; Ticks and Tick-Borne Threats.
 - b) In-Person programs: "Fashion in the Age of Austen" with Astrida Schaeffer, writing a "Legacy Letter" with Jay Sherwin

- c) Upcoming programs: Adult Summer Reading Programs : Southern Garden Party, July 9th.
 - 3. Collection Management and Resource Sharing
 - a) Shifting of Picture books in Youth Services
 - b) New items for Youth Library of Things collection - some require different cataloguing - this is in progress.
 - c) Update on Resource sharing with other libraries
 - (1) Steve presented to the Select Board May 4th, and the board members were enthusiastic about the partnership
 - (2) Continuing trainings from ByWater preparing for migration
 - 4. Professional Development
 - a) Courtney recently attended Primex training on supervisory skills
 - 5. Trustee Handbooks
 - a) Listing of WML Policies
- IV. Friends of the Library update -

July Summerfest (July 18) coming up and will be tabling with the WML
 Also joining with the library to make book bags (library logo on one side, friends of the library on the other side)
 Looking to update the Friends of the Library Brochure
 Elections are tomorrow for officers, new VP coming in with more technology experience.
- V. Treasurer's Report

Steve provided operations report (payroll through 4/30 which accounts for the discrepancy in % spent thus far). Overall we have spent 31.5% of budget at 35% of the way through the year.
 One of the CDs is maturing today, current 6 month term with 3.11% interest rate. If we roll it over for another 6 months (through November), the interest rate will be 3.2%, Terri recommends rolling over for another 6 months. Judy moves to roll over the CD for another 6 month term at 3.2% interest, Terri seconds, all in favor.
 Terri presented a "Trustee Reserve Disbursement Request Form" that could be used to keep track of requests from WML to the trustees for additional funding above the town budget.
 Donation Thank-you notes - Terri has started a donation tracker to keep track of who has donated and whether a thank-you has been sent. Terri and Steve will sit down together to update this tracker monthly.
 Library income from Trustees of the Trust Funds : \$4,559.69 disbursed to the library for fiscal year 2025 interest.
 Bookkeeper - there have been a few errors with the bookkeeper, we will continue investigating options.

 - A. No donations to accept this month.
- VI. Old Business

- A. Logistics for NHLTA Conference in Manchester on May 27, 2026
Judy, Steve, Gale, Terri and Sarah are attending.
 - B. Update on Strategic Planning Activities
22 people attended the first focus group, and 16 attended the second. Very positive energy and engagement overall, a lot of feedback on library space and use of space.
Steering committee will meet with Christine again after Memorial Day (May 26th) and get a draft survey completed.
- VII. New Business
- A. Inventory of Library Policies - Steve provided a list of library policies that he has PDF's of and the most recent date they were amended/adopted. Our goal is to have all of the policies available in digital format.
There are some older lists of policies that will be cross-referenced with the current list and Steve's expertise to ensure that we have all of the necessary policies/content covered.
- VIII. Next Meeting - 6/15/26 at 6:30 PM
- IX. Adjournment - Judy moves to adjourn the meeting at 8:28pm, Sara 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.