Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday, June 15, 2026, 6:30 PM
Public Welcome

I. Call to Order/Welcome Guests

Gale called the meeting to order: 6:32pm

Attendees: Library Trustee Chair Gale Lyon, Library Trustee Alternate Kathy Bower, Library Trustee Alternate Michele Corti, Library Trustee Judy Norton, Library Trustee Treasurer Terri Grijalva, Library Director Steve Butzel

Guests: Susan Fairbanks, Friends of the WML

Absent: Library Trustee Secretary Sara Rosenthal, Library Trustee Sarah Beddingfield, Library Alternate Trustee Jenny Hinson

II. Review/Adoption of May minutes

Judy Norton made the motion to approve the minutes, Terri Grijalva seconded the motion, all in favor & approved

III. Director's Report

- Administration
    - Staff In-Service Day (6/16)— anticipated agenda: successes year to date, summer reading programs, consortium information, space design, office hours, strategic planning, new services/demos
    - Technology - network switches will be updated by the Town - updates will impact speed and security
    - Human Resources - some staffing changes may require some adjustments + volunteer usage
    - Staff Performance Reviews have been completed - check-ins will be done quarterly going forward
- New Services
    - Digital signage - a big hit for library patrons
    - New York Times - news only
    - Wireless/Print Services - will start marketing this shortly
    - Library Book Bags - 100 will have WML logo on one side; 100 will have WML & FOL logos on each side - $15/bag
- Circulation - up 12% year to date (children's up 18%)
- Outreach Events: NHSPCA Paws Walk (used the tent - looked good!) & will attend Stratham Summerfest
- Programming
    - Summer Reading is kicking off June 22nd!
- Consortium Developments - announcement made, continuing with training, will be mentioned in the Selectman newsletter

IV. Friends of the Library (FOL) Update (Next Meeting: June 16)

- Creating a QR code to allow people to pay for events & donate
- Marketing: Library book bags, updating membership brochures, buying magnets
- Immediate Focus
    - Organizing for summerfest
    - Book donation requests to the FOL for sales at the Stratham Summerfest
    - August: 2nd annual lemonade and cookies, get together and chat with members of the community
    - October 17th: Soup Event
- Elections: newly elected Vice President (Sue Abizaid)
- A lot of volunteers for the WML summer reading program & book homebound delivery across Stratham (Q: Do we need to document a policy before we start the 'book homebound delivery' program & are there insurance considerations we need to make? A: Yes, we need to establish this & we need to evaluate our insurance coverage or limitations?)
- NOTE: FOL are officially off July & August

V. Treasurer's Report

Operations Financial Report

- Payroll - on target
- Operations Expenses - some of these items are slightly higher than 42% for our time of the year, i.e. media, programs, education, technology, but these expenses are somewhat front loaded. Expect at this point, operation expense will run on budget for 2026
- Majority of Summer reading program collections have been paid prior to our June meeting, therefore front loaded
- Equipment/Furnishings - 63.7% spend year to date (Q: Where will the furnishings paid for by the trustees show? A: Will be displayed on the Trustee report)

Trustee Financial Report

- CD Update: 1) Renewed 5/18, earned $164.75 to date; 2) Ongoing CD due 8/17, earned $607.11 to date
- Donation Expenditure of $2,957.80 for summer reading
- Other Misc Expenditure of $278 for NHLTA Reimbursement & Survey Monkey
- Outstanding Action Items:
    - Thank-you card: Steve will send logo for a card creation to Terri
    - Book Keeper: Steve will look into options that are used by other libraries; Terri will follow up with Ana to see if she has other resources to utilize
    - Strategic Planning invoice is outstanding

VI. Old Business

A. Policy Inventory and Review Calendar

- A table has been created that includes all of the existing policies - equipment, meeting, programming, financial, etc.
- Action Items:
- identify which policies are no longer needed;
- separate policies that are adopted/approved by the board and those that are strictly financial policies utilized by the board;
- create a standardized format that includes both the policy and the procedure is outlined
- identify a timeframe for the review/re-approval/retirement of each policy (Q: is there a retention period we need to adhere to? A: we need to reference the RSAs to see if there is a legally required time period)

B. Update on Strategic Planning activities

- Survey - is ready for distribution - utilize the survey cards (with the QR code) and leverage the email template that Steve shared if we have emails to distribute the survey to - deadline is 7/25 for responses (target is to get 1000 responses)
- Action Item: Steve will provide a 8x10 sheet with the QR code to the survey for Terri to post throughout Stratham - looking for high traffic areas; Steve will share the list of focus group attendees so that Terri & Gale can send out an email inviting them to take the survey

VII. New Business

A. Reports on NHLTA Conference, 5/27/26 - attended by Gale, Terri, Judy and Steve.

- Workshop topics included:
- Grant Writing
- EmPOWERING your library with solar
- Hot Legal Topics
- Demystifying AI for patrons
- Raising Big $ / Capital Campaign strategies
- Creative Programming for Older Adults

Next Meeting: Monday, 7/20/26 at 6:30pm

Adjournment - Terri moves to adjourn the meeting at 8:28 pm, Judy 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.