Wiggin Memorial Library
Board of Trustees Meeting Minutes DRAFT
Monday, July 20, 2026, 6:30 PM
Public Welcome

I. Meeting Called to Order at 6:33pm.
Attendees: 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
No guests
Jenny Hinson notified Gale that she will no longer be able to serve as an alternate at this time due to personal issues. The board will reach out to other possible alternates to fill this vacancy.

II. Review / Adoption of Minutes: 6/15/26 Gale moves to adopt 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. Admin staff vacations - There will be some vacation overlap between Steve and Heather in October, but this should not cause any disruption in Library operations.
2. Nonfiction "wing" redesign - Patrons seem to have responded favorably.
    a) New chairs delayed due to company being delayed in receiving the correct fabric.
3. Technology update
    a) Network switches - The town should be able to cover the cost.
4. Human resources update - Two of the youth services assistants are temp employees for the summer. Steve and Heather are considering options for hiring two part time or one full-time employee to fill the upcoming opening.
5. Investment opportunities for library services and furnishings - Steve and Terri are working on creating a form for library requests for additional funding from the board.

B. CORAL (Consortium of Rockingham Area Libraries)
1. "Go Live" on July 8th went smoothly all things considered
2. Troubleshooting some remaining glitches (these seem to be mostly resolved)
3. Public announcements about CORAL planned for social media, etc.

C. Outreach
1. Stratham Summerfest success! Lots of visitors to the WML tent and Friends Tent.

D. Programming

1. Youth & Teen Services
    a) Summer Reading Program Successes
        (1) Magic Show "Kick Off to SRP" had a full house!
        (2) Wildlife Encounters

E. Adult Services
    a) Zoom-based programs
    b) Adult Summer Reading Program Successes
        (1) Southern Garden Party fun!
    c) Fall programming largely planned
    d) Martin Luther King, Jr. Celebration Committee

IV. Friends of the Library update - Provided by Gale
Book sale at summerfest brought in over $300.
In August they are having a summer Lemonade and Cookies social.

V. Treasurer's Report
Steve provided the library financial report. Spending is on track but adult programming was front loaded and Steve will likely request some additional funds from the Board for further programming closer to the end of the year. Technology spending higher due to wireless and remote printing program, and 2 new monitors that were needed. Furnishings - 2 bookshelves to improve displays, fish care, staff office chairs and photocopying is all in this category as well.
Terri gave the treasurer's report:
One CD will mature in August and we will vote on whether to roll it over at our next meeting.

A. Accept Donations $314.94 in donations. Judy moved to accept the donations, Gale seconds, all in favor.

VI. Old Business

A. Update on Strategic Planning Process - Deadline for the survey is this Saturday. A number of reminders online/emails and library website. We have about 135 responses so far. There is a banner on the WML website, posters in local area businesses, and announcements in local Facebook groups to request residents to fill out the survey.
August 3 Steering Committee Meeting with consultant Christine Friese - planning for forum. Will consider planning for forum so it doesn't compete with back-to-school events.

B. Policy Review Project - no update this month.

VII. New Business

A. Brainstorm Upgrade Ideas for Library Front Entrance - How can we make the library main entrance more inviting/welcoming, less institutional? Murals, open up the entrance area, landscaping, etc.?

VIII. Next Meeting - August 17, 2026 at 6:30pm

IX. Adjournment - Terri moves to adjourn the meeting, Judi seconds, all in favor. Meeting adjourned at 7:53pm.

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.