Wiggin Memorial Library
Board of Trustees Meeting Minutes DRAFT
Monday, August 17, 2026, 6:30 PM
Public Welcome

I. Meeting called to Order by Gale at 6:34pm / Welcome Guests
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
Guest: Susan Fairbanks, Friends of the Library

II. Review / Adoption of Minutes: 7/20/26
Terri moves to accept the minutes as presented, Sarah B. seconds, all in favor. (https://www.strathamnh.gov/boards/library_trustees/agendas_minutes.php)

III. Director's Report
   A. Library Administration
      1. Nonfiction "wing" redesign
         a) New upholstered chairs being shipped as we speak
      2. Technology update
         a) Network switches being paid for by the town. Update will improve technology and security and use a smaller footprint.
      3. Human Resources
         a) Youth Services - two part time positions likely to be combined into a single full-time position to best meet the needs of the library and patrons.
      4. Request to Close Library Early (noon) on September 10, 2026 to allow the library staff to participate in an off-site staff appreciation event for Town of Stratham staff + Library staff.
         Gale moves to close the library at noon on September 10 so library staff can join the Town of Stratham staff at a town sponsored staff appreciation event. Judy seconds, all in favor.
      5. Investment opportunities for library services and furnishings - proposal to use some funds from Trustee reserve to cover some tech and furnishing upgrades and keep the library budget on track.
         –Gale moves to approve transfer of funds from the Trustee Reserve account in the amount of $5,538.27 to reimburse the operating account for previously approved expenditures. Sara R seconds, all in favor.
         –Sara R. moves to approve the proposed additional investments as outlined in the addendum to the minutes in the amount of $13,500.00, to be funded by the Trustee Reserves. Terri seconds, all in favor.

B. CORAL (consortium) is working smoothly, to date WML has lent out 345 items and WML Patrons have borrowed 298 items from other consortium member libraries.

C. Programming Highlights
    1. Build your own Bouquet with Nowadays Flowers
    2. Kids Foam Party: Summer Reading Finale!
    3. Tween/Teen Lock-In
    4. Multiple terrific Zoom programs
    5. Cookbook Club

IV. Friends of the Library update provided by Susan Fairbanks. Tomorrow is the lemonade and cookies event. Planning is underway for the fall soup fundraiser event (October 17th).

V. Treasurer's Report
Library financial report provided by Steve. Operations is 71% spent and will be down to 62% after reimbursement for some items by trustee reserves.
Terri provided the treasurers report.
One of our CDs is maturing today. The new interest rate is 3.44% if we roll it over into another 6 month CD (previously was 2.96%). Terri moves that we roll over the CD that matures today for another 6 months at the 3.44% interest rate. Gale seconds, all in favor.

A. Accept Donations Sara R moves to accept the cash donations of $64.60. Terri seconds, all in favor.

VI. Old Business

A. Update on Strategic Planning Process - Gale provided an update on the strategic planning process. 172 survey responses, only 2 from non-residents. 88 respondents are over 50 years old. 2 teens, 28 respondents in the 26-49y/o range, and several didn't report their age. Many respondents seemed to want more community gathering space, making the library feel more intentional and less of an afterthought. A planned meeting with the consultant was foiled by power outage at the town building during the meeting time, but another meeting is planned this week to discuss survey results and next steps. Timeline continues to be on track.
Plan is to approve a draft of the strategic plan at our October meeting.

B. Policy Review Process - policy group has set up recurring meetings for the rest of the year to systematically review one policy at a time. Additionally looking into organization of policies and a framework for ongoing review of policies.

VII. New Business

A. Report from NHLTA Trustee Roles Symposium on 8/12/26
Gale and Terri presented about this symposium. The NHLTA Manual is going to

be updated this year. Good information about a lot of pertinent topics. Some topics to clarify with municipal resources moving forward. Do volunteers need background checks? Public notice of meetings (including zoom meetings).

B. Pie Day - looking into having Pie Day appreciation for staff again this year.

VIII. Next Meeting - September 21, 2026 at 6:30pm

IX. Adjournment - Judy moves to adjourn the meeting, Sara Seconds, all in favor. Meeting adjourned at 8:29pm.

Addendum to Meeting Minutes 8/17/26

August 17, 2026 Trustees Meeting			
Proposed Opportunities for Additional Investment - Already Expended			
Technology		**Amount**	
	MVIX	$1,790.00	
	Two monitors	$439.96	
	Wireless Printing Service annual fee	$645.00	
		$2,874.96	
Equipment/Furnishings			
	2 new bookshelves	$966.53	
	New mobile bookshelf in Youth Services	$756.78	
	Staff desk chairs	$940.00	
		$2,663.31	
Subtotal			**$5,538.27**
Proposed Opportunities for Additional Investment			
Collections			
	Youth Services - new collections	$3,000.00	
	Youth Services - existing collections	$2,000.00	
	Adult Services - existing collections	$2,500.00	
	Library of Things	$2,000.00	
	Hoopla	$2,000.00	
	Collections subtotal	**$11,500.00**	
Programs			
	Additional Youth Services Programming funding	$1,500.00	
	Additional Adult Services Programming funding	$1,000.00	
		$2,500.00	
Technology			
	MVIX digital sign for Youth Services	**$2,000.00**	
Subtotal #2			**$13,500.00**
Total Proposed Opportunities for Investment on 8/17/2026			**$19,038.27**
Previously Approved & Expended			
	6 upholstered chairs		**$11,000.00**
Total 2026 Proposed Investments Year-To-Date as of 8/17/2026			**$30,038.27**