Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday, September 21, 2026, 6:30 PM
Public Welcome

I. Call to Order / Welcome Guests
Gale called the meeting to order at 6:35pm.
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 Kathleen Bower
Absent: Library Alternate Trustee Michele Corti
Guest: Susan Fairbanks, Friends of the Library

II. Review / Adoption of Minutes: 8/17/26 . Terri moved to adopt the minutes as submitted, Judy seconds, all in favor.
(https://www.strathamnh.gov/boards/library_trustees/agendas_minutes.php)

III. Director's Report

A. Library Administration
1. FY2027 Budget -
2. Nonfiction "wing" update: New upholstered chairs received mostly positive feedback.
3. Technology update: Network switches
4. Human Resources: interviewing is underway for full-time Youth Services position.
5. All-Staff meeting on Tuesday, Sept. 22nd (plan to continue this quarterly moving forward)
6. Bathroom: decorative upgrades (working on adding some artwork)

B. Policies
1. New policy for adoption
   a) Program Reconsideration Policy and Form
2. Minimally revised and reformatted policy for adoption
   a) Collection Development Policy
3. Reformatted polices
   a) Personnel Policy
   b) Code of Conduct
   c) Unattended Child Policy
   d) Purchasing & Expenditure Policy
4. Next up: Longevity policy

C. Ongoing Outreach
1. Outreach: Exeter Hospital Lactation Support Group (Courtney does regular outreach here)

D. Programming
1. Newly planned programs - Adults

a) "Focus on Fiction" monthly book discussion series
b) Dolly Parton Day, Sept. 25th
c) Canva Learning Group series, October 13, 20, 27
d) Stock + Spice, Nov. 5th
e) "Beyond the Bedside" (Pre-Dead Social Club), Nov. 10th

2. Newly planned programs - All Ages
    a) All-Ages Show-And-Tell: Share Your Special Interest, Oct. 5th
    b) Crossword Club (monthly starting in October)
3. Youth & Teen
    a) Haunted Library Halloween Party! Oct. 26th
    b) Kids No-Bake Pumpkin Cookies
    c) STEM Storytime (is back)
    d) Tween Snack-ternoon: Pumpkin Spice Lattes
    e) Tween/Teen Gaming Club: Settlers of Catan
4. More upcoming programs
    a) Murder and Mayhem: True Crime in NH 1883-1915, Sept. 22nd
    b) They Wanted to be Found: Archaeological Discoveries from the Portsmouth African Burial Ground, Sept. 28th
    c) Walking Scotland: The John Muir Way, Oct. 6th
5. Zoom programming in October
    a) Fall Cooking for one or two with Christine Van Bloem of Empty Nest Kitchen
    b) Women's Fiction Book Recs with Bestselling Author, Kristan Higgins
    c) Library Virtual Book Group: Passing by Nella Larson
    d) The White Lady : The Story of Two Key British Secret Service Networks Behind German Lines
6. Collaboration with Recreation Department
    a) Senior Coffee Hour on Fridays will now be hosted in the Library (community room)
    b) Mah Jongg (Mondays 1-3pm)

IV. Friends of the Library update provided by Susan Fairbanks - Last meeting was Tuesday, Sept. 16

Several new members, treasurer's report was read, recapped successful fundraising programs including the book sale at summer fest. The Friends have a new VP, she is working on creating a Venmo account with "charitable status." to facilitate donations/fundraising. The Friends strongly reaffirmed their continuing financial support of the museum passes. Planning for another raffle fundraiser this November featuring local businesses/products.

October 17, 11-2pm Soup fundraiser.

V. Treasurer's Report

Steve presented the operations report - spending is on-track for being 68.9% of the way

through the year given supplemental funds provided by the trustee reserve.
Terri provided the treasurer's report

A. Accept Donations Gale moved to accept $262.34 in donations, Judy seconds, all in favor.
B. Review and approval of thank you note - Terri and Michele worked on some possibilities for thank-you notes and these were presented for discussion.

VI. Old Business

A. Update on Strategic Planning Process - we hope to vote on the strategic plan at the next meeting.
3 major focus areas of the plan that we hope to work on over the next 2 years: Collections & Programs (services), Communications (engagement and library experience), and Space (use of the library space). Hope to distribute the strategic plan following approval by the board (aiming for November).
B. Revised policies review and approval
New Policy: Library Program Reconsideration Policy - Terri moves to accept the policy and form as submitted, Sara seconds, all in favor.
Revised Policies:
Collection Development Policy (only change is removal of links to documents that don't exist anymore)
Code of Conduct (name changed from Rules of Behavior)
Purchasing and Expenditures Policy (reformatted)
Unattended Children Policy (reformatted)
Personnel Policy (reformatted, added a table of contents that is accurate)
Sara moves to accept the revised policies as presented, Gale seconds, all in favor.
C. Pie day planning - Plan to order pies for staff - must be submitted the last week in October (26th-30th, Kathy will be out of town).

VII. New Business (no new business)

VIII. Non-Public Executive Session - 8:05pm Sara R. moves to close the public session and move into a non-public executive session for reasons pertaining to RSA 91-A:3, II. Gale seconds. All in favor.

IX. Next Meeting - October 19, 2026 at 6:30pm

X. Adjournment 8:27, Terri moves to adjourn the meeting, 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.