

Portland Library Board of Directors
Meeting Minutes
Van Beynum Room
January 16, 2025

Board Members Present: Olenka Castelli, Don Eiler, Myra Finkelstein, Betsy Graziano, Melissa Kelley, Jade Richardson

Absent: Laurel Steinhauser

Others Present: Jennifer Billingsley (Library Director), Monica Jensen (President, Friends of the Portland Library), Ralph Zampano

Don Eiler called the meeting to order at 7:06 p.m.

1. Public & Staff Comment

2. Additions and Approval of the Agenda

A motion was made by Melissa Kelley, seconded by Olenka Castelli, to approve the agenda, all were in favor, motion carried.

3. Moment of Silence in Honor of Shaun Manning

4. Review Minutes:

a. Action on the Minutes of the November 21, 2024 Meeting

Melissa Kelley made a motion to approve the November 21, 2024 meeting minutes, seconded by Betsy Graziano, all were in favor, none opposed, no abstentions, motion carried.

5. Corresponding Secretary's Report

- 1) Plate engraved for shelving purchased in memory of M. Gouin picked up at Mr. Trophy this morning.
- 2) A donation of \$250.00 was made by the Peters family in memory of Ms. Barrett. The copper leaf was delivered to Mr. Trophy this morning as well. A thank you note was written to the Peters.
- 3) A thank you note was written and sent to Muriel Barlow for her recent gift.

5. Old Business

a. FY26 Operating Budget

Myra Finkelstein made a motion to approve the FY26, Operating Budget proposal to be sent to the First Selectman's office and the Town's Director of Finance, seconded by Betsy Graziano, all were in favor, none opposed, no abstentions, motion carried.

b. FY26 LRCI Budget

Portland Library Board of Directors
Meeting Minutes
Van Beynum Room
January 16, 2025

Betsy Graziano made a motion to approve the FY26 LRCI Budget proposal to be sent to the LRCI Committee, seconded by Myra Finkelstein, all were in favor, none opposed, no abstentions, motion carried.

6. New Business

a. Donation in Memory of Shaun Manning

It was decided to collect individual donations from staff and directors and a donation will be made to either the Food Pantry or the Fire Department.

b. America 250 Committee Invitation

This is a celebration of the 250th anniversary of the signing of the Declaration of Independence and the achievements of Portland over the last 250 years to this. If board members want to serve on the committee, let Jenn know. Jenn doesn't live in Portland and so can't serve as a voting member but plans to attend and assist as possible.

c. Quarry Celebration Day Invitation (5/31/25)

An invitation has been extended for the library to participate in the Quarry Day celebration again this year. This will be discussed at a later date when a decision will be made as to how the library will participate.

8. Friends of the Portland Library

Although the FPL did not meet in December, Monica Jenson provided the following report in December:

- We sponsored an artist's reception on Saturday, Dec 14 for local photographer Chris Graham.
- Our Holiday Book Store has been running since December 1 with an array of books and puzzles suitable for gift giving.
- The next FPL meeting is Monday, Dec. 6 at 7pm.
- Our next read and recycle book collection day is Saturday, December 11, 10A - 12N.

Friends of Portland Library update for January:

- The Friends' 2025 budget was approved that included an increase in funding for children's and adult programs and media purchases
- January Read and Read Recycle event on January 11 was successful. The next Read and Recycle is March 29.
- The Friends have set up a Snow Day Table with games and puzzles for families to purchase for snow day activities. An array of cookbooks is also available.

Portland Library Board of Directors
Meeting Minutes
Van Beynum Room
January 16, 2025

- The Friends will sponsor a reception on Feb 1 from 12N to 2PM for JLS Gangwisch who will present a series of prints
- In collaboration with the Portland River Valley Garden Club, a plaque will be made for the redbud tree planted in front of the library in memory of Phylis Greene, a long-time teacher, Friend of the Library and Garden club member. A small ceremony to present the plaque is being planned for the spring.
- Board members can volunteer to fill roles on the Nominating Committee and to author the Friends' annual newsletter.

9. Chair's Report

Don Eiler expressed his support of the budget as proposed.

10. Director's Report

In addition to Jenn's report, the following was covered:

- The meeting room use is high.
- The Knifty Knitters auction brought in over \$800 for the Friends.
- Michele G's winter reading program for adults is going great. Jenn R also has one for children.

10. Other Discussion:

11. Adjournment

Betsy Graziano made a motion to adjourn the meeting, seconded by Melissa Kelley, all were in favor and the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Sharon Hoy

Sharon R. Hoy
Recording Clerk