

**Portland Library Board of Directors
Special Meeting
Monday, June 6, 2022 at 10:00AM
Portland Library Van Beynum Room**

Present: Board members Myra Finkelstein, Melissa Woodward, Don Eiler, Margot Chapman, Laurel Steinhauser, and Betsy Graziano. Others in attendance: Library Director Janet Nocek and Maureen Muir.

Call to Order

Chair Laurel Steinhauser called the meeting to order at 10:15am.

Discussion

Laurel reported that she is still working out the details with Musterdogs but is hopeful they will be able to attend the celebration. She submitted the Chatham Health Permit to Zac and has made a plan for a temporary hand washing station that will make sure the Board is meeting all the requirements of the Chatham Health Dept.

Signs about parking are ready and can go out. Patty has agreed to put them out around the library.

The Board agreed that the read aloud should happen in the Wagner Room in the Library and Laurel will let Sharon know.

Library staff will take care of the Trivia Sheet. Everyone with correct answers will be entered into a drawing for a gift card.

Melissa will put together volunteer badges on Friday afternoon.

Portland Historical Society will install their exhibit on Friday.

Jan will confirm with Lynn that someone from Waverly is relocating the vehicles.

Friday morning Jan will take care of ordering pizzas for the volunteers.

Adjournment

The meeting was adjourned at 11:55am.

Respectfully submitted,
Laurel Steinhauser, Library Board Chair