

**Portland Library Board of Directors
Special Meeting
Monday May 23, 2022 at 10:00AM
Portland Library Van Beynum Room**

Present: Board members Myra Finkelstein, Jade Richardson, 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 10:05am.

Discussion

Laurel reported that the Community Board sign is up and posters are ready. Board members discussed locations for posters. Laurel will work with the Superintendent to get a digital copy of the flier to go home in the Principals' emails on Friday 5/27 with paper fliers to go home in folders at Valley View, Gildersleeve, and Brownstone on Friday 6/3.

Betsy is coordinating the order and pick up of dry ice for the ice cream cooler.

Melissa Woodward agreed to serve as Volunteer Coordinator and Margot volunteered Wayne Chapman as Parking Coordinator.

The Board discussed a final count on tables and chairs to be rented from the East Hampton Lions Club.

There is some confusion with the tent rental from East Hampton Lions and what is required by Town Hall. Don and Jan will follow up with Bob Shea.

Lions Club has not provided a firm yes or no about the Food Truck. Laurel will follow up with the Lions and start reaching out to other food trucks.

The Board discussed recruiting volunteers for the event.

Adjournment

The meeting was adjourned at 12:00pm.

Respectfully submitted,
Laurel Steinhauser, Library Board Chair