

**Portland Library Board of Directors
Special Meeting
Wednesday June 1, 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 10:03am.

Discussion

Don reported that the tent challenge has been resolved. Lions provided proof of fireproof material. Tom Denham has been in touch and will plan to deliver the tent, 20 tables, and 73 chairs on Friday, June 10th.

Don Gouin has drawn a computerized map. He has met with the Fire Chief. There were questions about the popcorn machine and they are satisfied that the machine is safe. There are two outlets outdoors at the Waverly Center. Don has purchased tape to secure electrical cords and caution tape, and has picked up the three water jugs from Parks & Rec.

Laurel will talk to Zac at Chatham Health and apply for a permit for the popcorn. Melissa is ordering food safe gloves.

Laurel has reached out to Musterdogs and depending on their answer will contact other food trucks.

Jan has worked with staff on ordering supplies. She will get together sunscreen, bugspray, hand sanitizer, and first aid supplies to locate at the Comfort Station and at the Library Tent. Parking signs have been laminated but aren't on posts yet. Don plans to put them out next Saturday.

Laurel reported that videos are slowly rolling in for the community video project.

Maureen will call the police station and ask if we can designate a few handicap accessible spaces behind the police station.

There was discussion around what to include on a directory board. Laurel will work with Chris on this. Chris will also design Volunteer tags. Jan will print these at the library and Melissa will assemble.

The Board discussed Don's trivia sheet and how to structure the contest. There was brief discussion about creating a time capsule after the event to commemorate the anniversary.

Adjournment

The meeting was adjourned at 12:05pm.

Respectfully submitted,
Laurel Steinhauser, Library Board Chair