

**Preliminary
Portland Library Board of Directors
Regular Meeting Minutes**

April 21, 2022

Time: 7:00 p.m.

Location: Portland Library, 20 Freestone Avenue, Van Beynum Room

Note: This session was live; however, zoom was available if needed.

Board Present: Margot Chapman, Don Eiler, Betsy Graziano, Jade Richardson, Laurel Steinhauser

Absent: Myra Finkelstein, Melissa Woodward, Maureen Muir

Others Present: Jan Nocek (Library Director)

1. Public & Staff Comment

Laurel Steinhauser called the meeting to order at 7:02 p.m. No public comment.

2. Additions and Approval of the Agenda

Betsy Graziano made a motion, seconded by Don Eiler, to approve the agenda; no changes; no objections, no abstentions; motion carried unanimously.

3. Review Minutes:

a. Actions on the Minutes of the Regular Meeting March 17, 2022

In Paragraph 3b, change February 17 to February 28. Margot Chapman made a motion, seconded by Jade Richardson, to approve the amended March 17, 2022 minutes; all were in favor; none opposed; no abstentions; motion carried.

b. Action on the minutes from the Special Meeting on April 4, 2022

Don Eiler made a motion, seconded by Betsy Graziano, to approve the April 4, 2022 minutes; all were in favor; none opposed; no abstentions; motion carried.

c. Action on the minutes from the Special Meeting on April 11, 2022

Margot Chapman made a motion, seconded by Don Eiler, to approve the April 11, 2022 minutes; all were in favor; none opposed; no abstentions; motion carried.

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d. Action on the minutes from the Special Meeting on April 18, 2022

The size of the banner should have been 12'x 24". Betsy Graziano made a motion to approve the amended April 18, 2022 minutes, seconded by Don Eiler, all were in favor; none opposed; no abstentions; motion carried.

4. Corresponding Secretary's Report

Regarding the \$5,000 donation received, Betsy sent out a letter but has not received a response regarding wording. She doublechecked about ordering the two rocks and will call and get the pricing.

5. Old Business

a. CFMC Grants Status

Jan gave an update on the two grants. She is working with Gene's TV to get a quote for the upgrade of the audio/video system. The Library has not been able to show movies so having the new system will help.

Regarding the second grant, the Library is getting good support from the Garden Club. Jan needs to make contact with the person who will be helping. The plans will come together soon and includes a labyrinth program. They have received some meditation kits. There will be a virtual program available for those who wish to participate. There is not a hard deadline for the money.

b. Celebration of Library Anniversary – Planning Status

Margot said the updated quote for the banner from the printing company is \$77.40 and \$4 for the grommets. In order to have it done by May 11, they need to know the color and lettering that is to be put on it. Jan will place the order.

Following are the details of Don Eiler's meeting with Don Gouin (Emergency Management Director):

- Don Gouin will be putting together a package including that map that Don gave him.
- The neighbors should be notified because the street will be blocked off.
- Put a sign outside the Library entrance.
- Put something in the *Rivereast* about parking as well as on the Town website.

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- Solicit other parking; maybe Brownstone Middle School, behind Middlesex Family Care, and the public lot by the police department.
- Have parking control at the Library entrance. Don Gouin to get volunteer for this.
- See if you can borrow a Honda generator.
- Volunteers need to be listed, with contact phone #'s and assignments and they must check in at the beginning of the day. Town and State have insurance to cover them.
- There is a limited supply of stanchions. Don Gouin will look for alternatives.
- Don Gouin to email the form.

Laurel said she spoke with Dorothy Riley who has agreed to sing. She will reach out to her peers to see if 3-4 of them will join her.

John Hall has a conflicting event. He offered to put Laurel in touch with Kathy Herron re the Pace program.

Bridget got in touch with Laurel. She plans to do two classes about an hour in length. The first class will be at 11:00 and the second one will start at 12:30. The same painting will be done for both groups. She hopes to have a volunteer and will talk with her daughter. She will bring supplies. She suggests the Library provide plastic tablecloths. The charge will be \$25/person but she will send Laurel a quote based on the size of the canvas. The Friends group will pay for a portion of the cost.

Betsy met with Adams. She discussed the ice cream plans. She is to let them know of her requirements a week ahead of time. Other ideas were discussed.

6. New Business

a. Policy Discussion: Library of Things – Patron Use of Non-Media Items

Jan Nocek expressed the need for a policy if the Library will be lending out items other than the typical library items. Jan shared some of the ideas that were included in policies from other libraries. It was suggested that once developed, it should be reviewed by the town attorney. Betsy Graziano made a motion to move forward in support of developing a policy for a lending library; it was seconded by Don Eiler, all were in favor, none opposed, no abstentions, motion carried.

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b. Library Outdoor Sign

The poor condition of the outdoor Library sign was discussed. It is beyond repair. It was decided that Laurel, Margot and Jan will take the request to the town. If the request is denied or will not be done in a timely manner, using the endowment fund could be considered.

7. Friends of the Portland Library

8. Chair's Report

Laurel reminded all to get out and vote for the budget referendum on May 9. She told of the series of events that the Solidarity Committee is planning, one being a disability panel which will be hosted on June 8 at the Library. Laurel told of the creation of social media community videos which are on the community page. She is working on flyers for the front desk. Many are impressed with how well the Library is doing after the pandemic. Circulation numbers, events and use of the meeting rooms is on the increase. More people from out of town are using our library.

9. Director's Report

a. Updates on Services

- A new service will be coming soon allowing you to check items out yourself.
- The Library will soon have a new app.
- April is Fair housing month told of the library's participation with the Social Justice, Portland Youth Services and First Selectman to present a panel on homelessness.

10. Adjournment

Margot Chapman made a motion to adjourn the meeting; seconded by Betsy Graziano; all were in favor and the meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Sharon R. Hoy, Recording Clerk