

**Portland Library Board of Directors
Special Meeting
Monday May 9, 2022 at 11:00AM
Portland Library Van Beynum Room**

Present: Board members Myra Finkelstein, Jade Richardson, Melissa Woodward, Don Eiler, Margot Chapman, Laurel Steinhauser, and Betsy Graziano (attended via teleconference).
Others in attendance: Library Director Janet Nocek.

Call to Order

Chair Laurel Steinhauser called the meeting to order at 11:02am.

Discussion

Don gave an update on event layout. The Magician will be in front of the Gazebo. Food/ice cream set up in the parking lot to the side of the Waverly Center, and trash cans have been added into the schematic. He provided a proposal for the Main Tent layout.

Don has researched freezer chest options for purchase that are less expensive than the local ice cream cart rental options. There was discussion around which is the best option, and consensus that the Board would purchase a cooler. The Board will need to purchase dry ice for \$25 to keep ice cream frozen during the event. Betsy has a quote from Adam's for ice cream, including 6 boxes of ice pops, 7 boxes of ice cream on sticks, and 10 boxes of ice cream sandwiches. This is over 300 frozen treats for a total of \$117. This cost, along with the cooler, will be covered as a donation by individual Library Board members.

Margot priced out rocks on Amazon and made a recommendation for rocks, acrylic paints, and paint pens. She is providing this information to Jenn Renk and Library staff will make the purchases. Dollar Tree has plastic table cloths for \$1.25 each and the Board agreed to purchase enough tablecloths to cover all the rented tables.

Jan reported that St. Mary's doesn't want the Library to advertise parking at the church due to occasional events that take place on Saturdays. Jan provided information to Lynn Tracy to include the event in the new Waverly Center newsletter. Jan has a list of former Board members and Friends to send out an invitation and will work on this. Jenn started setting up sign ups for the art classes. The Knifty Knitters wish to attend the event and display some of their knitting and have a demo. The Board will make space for them in the main Art Tent. Patty has volunteered to work with the teens to paint a big art sign for

the Art Tent. The Portland Garden Club will have a tent with something related to the Pollinator Pathway. No answer from the Veterans yet.

Laurel is working on promotional material designs with Chris Chenier. The banner, posters, and lawn signs are almost ready to go. Laurel has requested a quote from Cari at Minuteman Press and will move forward with the order based on the quote and turn around time. Laurel will look into getting a sign printed for the community board near Dunkin' Donuts. There was discussion on where to place lawn signs.

Laurel reported that Lt. Governor Susan Bysiewicz and State Senator Norm Needleman have both submitted videos to be included in the community video project.

There was discussion around updating the budget spreadsheet and consensus that the Board is staying well within the established budget, especially with the generous donation from the Friends.

The Board will provide pizzas and water bottles for volunteers during the event, possibly at the Waverly Center. Jan will discuss this with Lynn.

The Library has 2 pop-up tents and Margot has 1 tent the Library can borrow. This will cover the Board's needs. The Friends will supply their own tent. Jan will confirm that the tents work.

Next meeting should include a discussion about what to include on the directory posters.

Adjournment

The meeting was adjourned at 12:33pm.

Respectfully submitted,
Laurel Steinhauser, Library Board Chair