

Portland Library Board of Directors  
Preliminary Regular Meeting Minutes  
June 16, 2022

**Board Present:** Margot Chapman, Co Chair, Don Eiler, Myra Finkelstein, Betsy Graziano, Melissa Woodward (via Zoom)

**Absent:** Jade Richardson, Laurel Steinhauser, Co Chair

**Others:** Janet Nocek, Library Director, Ralph Zampano Board of Selectmen Liaison

Chairman Margot Chapman called the meeting to order at 7:02 p.m.

**1. Public and Staff Comment:**

- a. Betsy reported at the request of a patron, his problem with sunlight interfering with his vision while facing west at the front of the library.
- b. Betsy suggested that a copy the poem written and performed by Naji-Chester Payne, Poet Laureate of Portland, “Library Land”, be framed and hung in the library
- c. Margot thanked the Members of the Board for the work and planning toward the success of the Anniversary event. She presented Certificates of Appreciation for two board members who led the group, Laurel and Don,.  
Note: Laurel Steinhauser was absent.

**2. Additions and Approval of Agenda**

- a. Approval of Honorarium for the videographer  
Myra Finkelstein made a motion second by Don Eiler to approve agenda with added item  
Vote to accept: Unanimous

**3. Review of the Minutes**

- a. Action on the minutes of Regular Meeting, May 19, 2022.  
Motion to approve by Don Eller, and seconded by Betsy Graziano  
Vote to accept: Unanimous – motion carried
- b. Action on the minutes from the Special Meeting, May 9, 2022.  
Motion made by Myra Finkelstein to approve and second by Don Eiler  
Vote: Unanimous – motion carried.
- c. Action on the Minutes from the Special Meeting on May 23, 2023  
Motion made by Don Eiler to approve and second by Betsy Graziano  
Vote: Unanimous – motion carried
- d. Acton on the minutes from the Special Meeting on June 1, 2022  
Motion made by Myra Finkelstein to approve and second by Margot Chapman  
Vote: Unanimous – motion carried
- e. Action on the minutes from the Special Meeting on June 6, 2022  
Janet Nocek noted that the word “permit” for the Chatham Health should read instead “application”  
Motion made by Don Eiler to approve with the correction second by Myra Finkelstein  
Vote: Unanimous – motion carried

**4. Corresponding Secretary Report**

- a. Two donations for The Giving Tree were made following the event.  
Laurel A. Bonham-Duvall \$100.  
Cathy Probolus \$500.00.  
Thank you letters will be sent to each.
- b. Week of June 18, 2022 to B&B Donor Recognition orders will be mailed for four more memorial stones. Leaves will be sent for engraving

## 5. Old Business

- a. CFMC Grant Status:  
Large screen T.V. is up and operational in the Mary Flood Room. Portable Microphone works well.
- b. Kindness Grant Status:  
Mention of the Peach Pit Grant for “Kindness” Thoughts of, for example free Ice cream for children  
Some discussion around programs and celebrations at the Labyrinth at the Riverfront Park.
- d. Celebration of the Library Anniversary Board Members, Janet Nocek and Ralph Zampano commented how well and smoothly the day went. The attendance, delight of the children, activities, the polite energy of the volunteers. There also was positive feedback from the community. It was also, Don Eiler commented, under budget.
- e. Approval Honorarium for videographer Amanda Murphy – Originally to video both outdoor event and the video of the community thought about \$300.00. Because she was unable to film the outdoor event an only the video of the community, the Board suggested the honorarium by \$150.00 for the completed work. Motion made by Betsy Graziano to approve the amount of \$150.00 amount the Memorial Fund. Second by Don Eiler  
Vote: Unanimous – motion carried
- f. Permanent outdoor library sign. Discussion of replacement of current library sign in deteriorating condition. Don Eiler reported that he has been doing very preliminary exploration into materials and cost for replacement The Board is aware that if it is over \$300.00 it has to go out to bid. A discussion of funding it was suggested that Public Works be approached to see if the Town would cover this sign.
- g. Chatham Court Outreach  
Janet Nocek, Jennifer Renk met with Ms. Kobayashi, Resident Outreach For Chatham Court and Quarry Heights to think of planning some activities And we plant to provide something during August.
  - 1. The Chatham Court Connection: Plan to install new sidewalks for Chatham Court to go from the Court to Route 66 with a bus stop
  - 2. Margot Chapman and Marilyn White: Books for Chatham Court
  - 3. Discussion of need for materials forms, documents, newsletters in Spanish. Contact Carolina Diaz would help with a survey of needs to Spanish speakers.

## 6. Goals for Fiscal Year 2023:

- a. The Digital Navigator – Find out what Portland’s needs are regarding digital equality
- b. Assessing and continuous work in relation to objectives and goals of strategic plan.
- c. Budget for Fiscal Year 2023-2024
- d. Preliminary thoughts on Jan Nocek’s retirement. Study procedures for inter-

viewing and hiring New Director

**7. Friends of the Portland Library Report:** Maureen Muir reported the following:

- a. Did well on last book sale
- b. Friends had a great time at the Anniversary Celebration. A total of ten volunteered.
  - Beautiful display of museum pass program by Lucinda Patrick and Maria Eiler
  - Mystery bags were a hit. The Friends netted \$58.00
  - The lawn games were also a hit and surprised by many that they could borrow the from the library for personal events
- c. Annual Recognition of Library Staff took place this week
  - Included daily delivery of snacks
  - On Wednesday lunch was provided
  - Each staff member had a book purchased and the book goes into the circulation at the library.
- d. Next Read & Recycle is scheduled for June 25, 2022
- e. Taxes were filed.
- f. No meeting for Friends in July

**8. Chair Report:** None

**9. Director's Report:**

Summer Reading Program is on  
Summer activities are full  
Increased usage numbers impressive  
Endowment Fund through May down 10%

**10. Other Additions:** None

**Motion to Adjourn:** By Don Eiler seconded by Myra Finkelstein. Meeting adjourned at 8:15 pm

Respectfully submitted by Betsy Graziano