

**Portland Library Board of Directors
Special Meeting**
April 4, 2022 @ 12:30 PM
Portland Library Van Beynum Room

1) Call to Order

Laurel Steinhauser called the meeting to order at 12:40 P.M.

Library Board Directors in attendance: Margot Chapman, Myra Finkelstein, Don Eiler, and Laurel Steinhauser. Also in attendance were Library Director Jan Nocek and Friends of the Portland Library President Maureen Muir.

2) 125th + 2 Anniversary Celebration Planning

Board members gave updates on the Anniversary Celebration planning:

Margot talked to Bob Shea and Public Works will provide trash cans and trash bags. The Board will need to arrange for someone with a truck to bring the trash to the transfer station by 3:15 that day. Maureen has a utility trailer and offered to take the trash. Public works and the fire department have cords that we could borrow if needed. Bob suggested checking if there is an outlet in the gazebo. Public Works will provide the barricades and any signs that are needed for the event (no parking, exit, etc). The fire truck will need to be in the parking lot by the police station for easy access to the exit. Bob offered to have Don Gouin come and create a layout map of the event space. The Board needs to let Bob know about specific needs a few weeks ahead of time, and will need to create a document to track these needs. A volunteer will need to be identified who will monitor the trash cans and empty the trash when they are full.

Laurel reached out to the Ice Cream Truck contact that Sharon provided. They are checking their availability and will get back in touch. The number for Donna Rossitto (fair food trucks) is disconnected. Myra will look into whether anyone else in the Rossitto family is running the fair food trucks. The Top Dog hot dog truck is open again, and someone should reach out for their availability. If the Ice Cream contact doesn't work out then Maureen will contact Vechitto's.

Laurel has a meeting scheduled with Park and Rec and Youth Services later this week and will get more specifics about their tents. There was discussion around whether Park and Rec runs any adult programs and if there is an instructor of an adult program who would want to come run a demo (like Mike and Alicia). Lynn Tracey with the Waverly Center is concerned about running a Senior Center tent if she is performing with her band that day, so there may not be a Senior Center tent.

Laurel has a potential photographer/videographer both for day of documentation and for assistance in compiling a video to loop as part of the indoor display. Amanda Murphy is a Portland resident who is a talented videographer and interested in helping during the event. Laurel will get more information from Amanda for the next meeting.

Laurel reported that the bounce house and popcorn machine have been reserved and they will send over an invoice to Jan. The Board will need to purchase more popcorn bags, oil, and kernels for the popcorn machine. She spoke to the Portland Police and they do not require a tent during the event. Brigitte Roy is available and interested in running art classes during the event. Laurel will find out if she is willing to run two one-hour classes. She has reached out to Liz Hibino with the Portland Social Justice Coalition and is waiting to hear back. Laurel will reach out to John Hall with the Jonah Center to see if they have any interest in attending.

Jan connected with Collins Parenting Coaching and he is interested in attending and providing information about his programs supporting parents as well as an activity or giveaway for children. Jan will look into Sea Scouts Program. She has inquired with the Garden Clubs and they are thinking about it. She will reach out to the Lions Club and Community Emergency Response Team.

Don has created a map of the event space to help visualize where to locate everything. There was discussion around where to locate the food trucks, the 20x40' tent, and the Library/Friends tent. The Board will revisit this at a later date. Don will fill out the permit application and send to Jan.

Maureen reported that the Friends tent will have the large lawn games and volunteers to monitor them. The Friends are considering having mystery bags of books for sale. The Board expressed support for this idea.

There was further discussion and brainstorming about:

Ceremony - Singing "Happy Birthday" to the Library at the end of the ceremony and having a celebratory treat (cookies, etc).

Rock painting - Margot has a contact who might have cheap rocks available. Don is willing to spray paint them with a base coat of white and/or black. Additional supplies needed include paint markers, metallic markers, wipes for hands, and a shower curtain to cover the table.

Read a loud – This will require 3 volunteers to read for 20 minutes each with a 10 minute break between.

Publicity Timeline - Create a poster this week to get up on business windows ASAP. Goal is to have a story in the Rivereast and the Middletown Press by mid-May with a reminder blurb in the Rivereast each week after that. There was discussion about an insert in the Rivereast for two weeks ahead of time. Jan will get a quote about cost for the insert.

Tents - Each group will provide their own tent, table, and chairs. The Board will provide tents, tables, and chairs for the art zone, Library tent, Friends tent, and eating area.

Maureen will bring a proposal to the Friends at their meeting this week, which will include funding Lynn Tracey's Band, the face painting artist, one of the art classes, and the supplies for the rock art station for a total of around \$1000.

Questions for follow up include:

Does Lynn have a tent for the band?

Does the bounce house need a plug in or do they use a generator?

Does Public Works have the protector mats that go over electrical cords crossing the parking lot?

Board members will work to identify potential volunteers for the next planning meeting on Monday, April 11th at 10am.

Board members discussed a potential schedule for the event:

Potential Schedule

10am - All booths set up window

11am - Summer Reading Kick Off Performance

11am - First Art Class

12pm - Library Ceremony (15 min)

12:30pm - Read-a-loud with a therapy dog begins

12:15pm - Band

12:30pm - 2nd Art Class

3) Adjournment

The meeting was adjourned at 2:25 P.M.

Respectfully submitted,
Laurel Steinhauser, Library Board Chair