

**Portland Library Board of Directors  
Regular Meeting Minutes  
May 19, 2022  
Time: 7:00 p.m.**

**Location: Portland Library, 20 Freestone Avenue, Van Bepnum Room**

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

Board Present: Margot Chapman, Don Eiler, Myra Finkelstein, Betsy Graziano, Jade Richardson, Laurel Steinhauser, Melissa Woodward

Absent:

Others Present: Jan Nocek (Library Director), Maureen Muir (President, Friends of the Library); Ralph Zampano (BOS)

**1. Public & Staff Comment**

Laurel Steinhauser called the meeting to order at 7:06 p.m. No public comment.

**2. Additions and Approval of the Agenda**

The action on the May 9 minutes was tabled. Don Eiler made a motion, seconded by Margot Chapman, to approve the amended agenda; no objections, no abstentions; motion carried unanimously.

**3. Review Minutes:**

**a. Actions on the Minutes of the Regular Meeting April 21, 2022**

Don Eiler made a motion to approve the April 21, 2022 minutes; seconded by Betsy Graziano; Myra Finkelstein abstained; all others were in favor; none opposed; motion carried.

**b. Action on the minutes from the Special Meeting on May 9, 2022**

No action taken; this was tabled until the next meeting.

**4. Corresponding Secretary's Report**

Betsy called Donna Farley to introduce herself and explain the process. She spoke to the engraving company to place the order. Muriel's gift exceeds \$10,000. The other is \$5,000. Four stones will be ordered for symmetry.

**Portland Library Board of Directors  
Regular Meeting Minutes  
May 19, 2022**

**5. Old Business**

**a. CFMC Grants Status**

The AV in the Flood Room has been done but needs the microphone with speaker. It is portable and can be used outside.

**b. Celebration of Library Anniversary – Planning Status**

Updates: Myra said there are two volunteers for the morning shift. She hopes to get more; she told them 9:30 a.m. The kids aren't committing to anything yet.

Don Eiler shared the location map with the group and asked that they look at it because some things have been moved. All food is in front of the Senior Center. He found an umbrella for over the ice cream stand. The stool has been painted black. There are 15 locations for participants and they are numbered. Parks & Rec should go into 4 or 5 because it has open space. The Comfort Tent is changed to be over by the playscape. There will be a café with chairs. Table and chairs will be by the bounce houses and behind the popcorn and ice cream. The Lions will donate tables and chairs. Don Gouin put together a detailed action plan. Names have been gathered for each assignment. Don made a list of things we need like saw horses, power cords, etc.

Laurel said some signs have been put up. The banner looks beautiful. Laurel will be picking up posters tomorrow along with the sign for the community board. It will be okay for the flyer to be put in folders to go home with the children.

The press release was sent to the *Rivereast* and *Middletown Press*. Communication has been made with the teacher re student service hours and volunteers.

Next Meeting: Monday, May 23, at 10:00 at the Library.

**c. Policy Discussion: Library of Things – Patron Use of Non-Media Items Tabled**

**Portland Library Board of Directors  
Regular Meeting Minutes  
May 19, 2022**

**d. Permanent Library Outdoor Sign**

Bob Shea Public Works Director will be taking Carl Johnson's position. Bob's job has been posted. He hasn't come over yet to look at the sign. We would like the sign before the celebration but that would be a stretch.

**6. New Business**

**a. Solidarity Committee Events – Juneteenth 6/18; PRIDE 6/25**

Laurel told of the upcoming events and the panel for disabilities, a table for books, etc. A presence is good as people come and go.

**7. Friends of the Portland Library**

1. The Friends passed a motion to fund Jan's request for \$225 to supplement existing community grant funding towards updating AV equipment in the Flood Room.
2. The Books for Babies program is going strong! Our plan to have postcards offering the packets sent from Town Hall are finally bearing fruit. People have brought the postcards to the library and have picked up their packets and books, and are learning more about the library. Jenn Renk, the Children's Librarian has also been working with Dr. Lauren Melman, a pediatrician with the Middlesex Health Family Practice in Portland. Friends' member Marilyn White, has also been meeting as part of that group.
3. Jenn has also purchased about \$900 in new toys for the Children's Department with funds that they requested from the Friends.
4. Volunteers are signed up for June 11.
5. Janet Lopes and I are going to BIS tomorrow morning to cull books for the mystery bags for June 11.
6. Staff Appreciation is June 6 - 11. The Friends will be supplying treats and one full lunch during the week. The Friends also purchase one book for each staff member that is donated in their name.
7. The Annual Meeting is June 6. The Nominating Committee worked hard to seek new members as officers. We are hoping to keep the Nominating Committee as a more active presence throughout the year.

**Portland Library Board of Directors  
Regular Meeting Minutes  
May 19, 2022**

Window painting: It has been paid for by “Friends” up to the current painting. The Library Board and Friends take turns funding the art for each quarter.

**8. Chair’s Report**

Nothing more to add.

**9. Director’s Report**

**a. Updates on Services**

Newsletter “*The Bridge*” will be coming out next week. It is combined with the Senior Center. There is good coverage of the anniversary and summer reading. Next month, Parks & Rec will have the spot.

William McCarthy passed away and memorials are coming in. Maureen suggested an article for the books that were chosen and the name of the deceased.

We are getting pretty close to pre-covid numbers with Library visitation.

Margot suggested gathering quotes of why people like the Portland Library for the Anniversary video.

For the ARPA grant, it was hard to get equipment but we finally got it. Jan needs to do a report to the State Library.

All proceeds from the Old Lyme White Elephant Sale will go to Community Outreach.

**10. Adjournment**

Betsy Graziano made a motion to adjourn the meeting; seconded by Don Eiler; all were in favor and the meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Sharon R. Hoy, Recording Clerk

Approved      June 16, 022