

**Portland Library Board of Directors
Special Meeting**
April 18, 2022 @ 12:00 PM
Portland Library Van Beynum Room

1) Call to Order

Laurel Steinhauser called the meeting to order at 12:08 P.M.

Library Board Directors in attendance: Margot Chapman, Myra Finkelstein, Don Eiler, Betsy Graziano, and Laurel Steinhauser. Also in attendance was Library Director Jan Nocek.

2) 125th + 2 Anniversary Celebration Planning

Updates:

Margot contacted CCM print services and got a quote for printing posters and lawn signs. They need files by April 29th in order to have lawn signs and posters by May 11th. Myra and Margot are willing to drive down to pick up order from New Haven. The quote for lawn signs was higher than anticipated (\$15.75 each for double sided signs with stakes) and Laurel will price out a couple online options to ensure the Board gets a good price. Margot also spoke to her contact Kim about rocks for rock painting. Their smooth river rocks are 3" and their new shipment hasn't come in yet but if they have some leftover from last year she could give them to us at last year's price. She is waiting on that quote from her.

Margot and Melissa worked on the letter to go out to community groups that will participate in the celebration event. Margot will send the letter to Jan to add the Portland Library header and Jan will circulate so it can be sent out to participating groups.

Myra has reached out to Liberty Bank several times about sponsoring the ice cream truck, but has had no response back. She spoke with Michael Tierney about boy scout volunteers. He is looking into potential volunteers and he will get back to Myra.

Jan reported that Jenn got a quote for an ice cream cart and dry ice for \$180. Betsy suggested looking into buying ice cream from Adam's. Betsy will approach Adam's to get a quote for 250 ice creams.

Jan connected with the coordinator of the new Portland Leo's Club and they will volunteer during the event and/or for clean up.

The Library needs to purchase little giveaways for the Library tent. Jan and Jenn will see what is already at the Library and price out some small giveaway items as well as bags for children to put their treasures in.

Don will contact Don Gouin and Wayne Martin (CERT) to run the layout plan by them for safety concerns.

Laurel talked to Bob Shea who has reached out to his companies and will hear back from them this week about the possibility of grilling during the event. If Portland Fire is not interested then the committee will approach the Lions Club, Exchange Club, or churches.

Laurel reported that the Solidarity Committee and the Chatham Children's Committee will participate in the event. The Solidarity Committee will have their Solidarity wall with an invitation for community members to write "what does solidarity mean to me." CCC will have child-friendly activities yet to be determined. Both groups will provide their own tent, tables, and chairs.

Laurel is waiting to hear back from Sam Tucker from PHS about musicians as well as John Hall from the Jonah Center and Brigette Roy regarding painting classes. Laurel reported that Jesse Revicki reached out with two ideas for participant organizations: Healthy Futures, a program providing support prenatal to age 5 that has partnered with Portland Youth and Family Services, and the Change the Script prevention van. There was consensus on the committee that Healthy Futures would be welcome but the prevention van was not a good fit for the event.

Laurel priced out buttons, which are a more affordable solution than t-shirts for volunteer identification. There was further discussion and the committee agreed to look into pricing for stickers and ask volunteers to wear white t-shirts. She hopes to have poster designed by the end of this week for the committee to look at and will email it out when it's ready.

There was a question about whether the Portland Historical Society wishes to have an outdoor tent as well as the indoor exhibit, and Jan will reach out to find out.

The committee walked outside to evaluate possible banner locations and identified the railing for the entryway to the Mary Flood Room as a good location for a 10ft by 2ft banner. Margot will get a quote.

The next committee meeting will be on Monday, May 2nd at 11am.

3) Adjournment

The meeting was adjourned at 1:30 P.M.

Respectfully submitted,
Laurel Steinhauser, Library Board Chair