

Portland Library Board of Directors
Meeting Minutes
Van Beynum Room
May 16, 2024

Board Members Present: Olenka Castelli, Don Eiler, Myra Finkelstein, Betsy Graziano, Melissa Kelley, Jade Richardson, Laurel Steinhauser

Absent:

Others Present: Jennifer Billingsley (Library Director), Monica Jenson (Friends of the Library), Ralph Zampano

Laurel Steinhauser called the meeting to order at 7:00 p.m.

1. Public & Staff Comment

No public comment.

2. Additions and Approval of the Agenda

Under 6. New Business, add a. Approval of Fiber to the Library- Internal Connections Grant. A motion was made by Betsy Graziano, seconded by Don Eiler, to approve the amended agenda, all were in favor, motion carried.

3. Review Minutes:

a. Action on the Minutes of the March 21, 2024 Meeting

Betsy Graziano made a motion to approve the amended March 21, 2024 meeting minutes, seconded by Jade Richardson, all were in favor, none opposed, no abstentions, motion carried.

b. Action on the Minutes of the April 18, 2024 Meeting

Betsy Graziano made a motion to approve the April 28, 2024 meeting minutes, seconded by Don Eiler, all were in favor, none opposed, no abstentions, motion carried.

4. Corresponding Secretary's Report

Sympathy cards were signed by the members of the Board and sent out to Myra Finkelstein and Maureen Muir.

A donation was made to our Endowment Fund in memory of David Finkelstein. A thank you note was sent to the donors and a note to Myra Finkelstein informing her of the donation.

5. Old Business

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a. Approval to Expend Funding for Summer Enrichment Grant

A brief discussion ensued regarding this funding which is through the State library but uses Federal funds. Don Eiler made a motion to approve the funding be spent as outlined in the application for the Summer Enrichment Grant, seconded by Myra Finkelstein, all were in favor, none opposed, no abstentions, motion carried.

b. Budget Update

Jenn announced that the budget passed and thanked everyone for their help, feedback and thoughts. Laurel added that it was an amazing cycle for Jenn's first year and that the budget passed as presented.

c. Memorial Funds Policy

There was a brief discussion about the development of the policy and Rules and Regulations. Jenn explained who would be impacted by it and that for this edit they had a sitdown session to mark it up collaboratively. Future changes, if needed would be able to be incorporated into just one of the documents since the money amount will be in the Rules and Regulations under Item 1. The policy will be a very short document.

Mara questioned the wording in Item 6 of the Rules and Regulations. A discussion ensued on the process to accept or decline a donation and the authority of the director and what would need to be considered by the Board. This resulted in the following wording being incorporated into the document: "When donations are made to the Library Memorial Fund, any restrictions or request by the donor **are subject to review by the Library Director and may need to be** considered by the Board. If approved, the gift shall be accepted and expenditures made for the proposed purposes, following these rules."

Betsy Graziano made a motion to approve the Memorial Fund Policy, seconded by Melissa Kelley, all were in favor, none opposed, no abstentions, motion carried.

Don Eiler made a motion to approve the Memorial Fund Rules and Regulations Policy, seconded by Jade Richardson, all were in favor, none opposed, no abstentions, motion carried.

6. New Business

a. Fiber to the Library – Internal Connections Grant. Jenn does not know how much time it will take for installation but they will work with us because it is a public building. It is a State grant and possibly could be completed by July 1st. The total amount for hardware, licensing, labor, cabling and project fees is \$51,997.00. Don Eiler made a motion to approve the funding from the Memorial Fund for the Fiber to the Libraries – Internal Connections (FTTL – IC) Phase

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III Statement of Work – Portland Public Library, in the amount of \$51,997.00, seconded by Betsy Graziano, all were in favor, none opposed, no abstentions, motion carried.

7. Friends of the Portland Library

Monica Jensen provided the following report:

- Annual FPL Meeting will be held June 3 at 7pm in the Mary Flood Room. Public notices of the meeting will be posted on Friends and Library Facebook and Webpages, the Rivereast and on the video screen over the front desk.
- The slate of officer candidates for the coming FPL year are: Monica Jensen, President; Mary Margaret Coffield, Vice President; Marilyn Hill, Secretary; Alison Harris, Treasurer. Elections will be held at the Annual FPL meeting.
- The Friends are sponsoring Library Staff Appreciation Week, June 3 - June 7 with daily treats and a lunch one day that week.
- The Friends will be implementing Venmo electronic payment app by September 2024 to enhance payment options for prospective FPL members and for the fall book sale.
- A subcommittee is continuing discussion about improvements to the Ongoing Book Sale area and potentially making better use of the storage area.
- Read and Recycle is June 15, 10 a.m. to 12 Noon
- Friends and Library board members will set up and staff the Library table at the June 8th Brownstone Quorum event.

8. Chair's Report

Laurel asked who might be available to assist with the June 8th event. Jade Richardson volunteered to help.

9. Director's Report

In addition to Jenn's report, the following was covered:

- The House ebook bill was pulled and not voted on by the House of Reps.
- Summer Reading Program: Michelle did a great job on the book and reading program. Jenn circulated some of the items for the program, including the reading log, bookmarks for the adult book collection and a coupon from Friends of the Library.
- Jenn continued by telling of the summer reading program for teens and kids, including the bracelet and charms which will be given at signup. The advertisement packet will go out on June 3rd. The children can start participating after the last day of school. Adults start logging pages read on the 10th.

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10. Other Discussion

At 8:08 p.m., Don Eiler made a motion to enter the executive session for the annual performance review of the Library Director, seconded by Jade Richardson, all were in favor, none opposed, no abstentions, motion carried.

The directors exited the executive session at 9:23 p.m.

11. Adjournment

Olenka Castelli made a motion to adjourn the meeting, seconded by Myra Finkelstein, all were in favor and the meeting was adjourned at 9:23 p.m.

Respectfully submitted,

Sharon R. Hoy
Recording Clerk