

Portland Library Board of Directors
Meeting Minutes
Van Beynum Room
March 21, 2024

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

Absent: Jade Richardson,

Others Present: Jennifer Billingsley (Library Director), Shaun Manning (BOS), Ralph Zampano

Laurel Steinhauser called the meeting to order at 7:06 p.m.

1. Public & Staff Comment

No public comment.

2. Additions and Approval of the Agenda

A motion was made by Melissa Kelley, seconded by Myra Finkelstein, to approve the agenda, all were in favor, motion carried.

3. Review Minutes:

a. Action on the Minutes of the February 15, 2024 Meeting

Betsy Graziano made a motion to approve the February 15, 2024 meeting minutes, seconded by Don Eiler, all were in favor, none opposed, no abstentions, motion carried.

4. Corresponding Secretary's Report

Betsy delivered three leaves for engraving. It should take about two weeks for the five leaves, (three green and two copper, reflecting a total of \$800.00 donation) to be completed by Mr. Trophy. Betsy presented a paper copy of the form, and talked through the ordering process and she shared that she personally covered the cost of engraving as a gift to the library, and Laurel thanked her. A question came up regarding punctuation on one form, so Jenn sent a text asking the individual to clarify and will follow up with Betsy.

5. Old Business

- a. Budget Update: Jenn has attended the town budget hearings and workshops and expressed appreciation to Tom and Ryan for what was included in the First Selectman's budget. Payroll numbers were adjusted due to staffing changes made this year as well as increase to cover professional development of new staff. Only item which may come as a surprise was the inclusion of a copier/fax machine in the FY 26 capital improvement. Public copier was purchased in 2013, the service contract said that some replacement parts may no longer be available so there is

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a request to fund replacement in the future and staff will start to work on quotes, etc. Including items like this in long range capital plans can impact the ability to qualify for outside funding. Original funds came through Memorial account, but could have come from endowment or a state grant. Jenn will follow up. A discussion ensued regarding “E” book licensing, and how some licenses expire and items disappear in two years. Very positive comments were received regarding the infographic document and usage charts from state report. Request was made to share with the Board of Selectmen.

b. Meeting Room Policy

Jenn went through the proposed changes that were made including:
Adding in a section prohibiting vaping, stating that outside groups must wait for confirmation until town meetings are booked internally for calendar year. Under IV. Eligibility & Fees: proposal was made to change the minimum booking age from 18 to 16 years old. Confirmed that board of Ed tutoring is generally 2-hour sessions, and that exceptions can be made by staff to accommodate community needs, trash from refreshments should not be discarded inside study rooms, and there should be a minimum ratio of 1 adult per 10 juveniles in meeting rooms.

Don Eiler made a motion to accept the Meeting Room Policy with the suggested changes, seconded by Betsy Graziano, all were in favor, none opposed, no abstentions, motion carried.

c. Tutoring Policy

Jenn indicated that the full staff had input into both policy updates. A brief discussion took place regarding the Tutoring Policy draft.

Don Eiler made a motion to approve the Tutoring Policy, seconded by Betsy Graziano, all were in favor, none opposed, no abstentions, motion carried.

6. New Business

**a. Volunteers for “Portland Quarry Celebration Day and Artisan Show”
(Saturday 6/8 (rain date 6/9) 9:30-4:30 – for Brownstone Quorum)**

Friends will be bringing Melissa would like to take the seed library. However, she would not be available for the rain date on the 9th. Betsy said she could help out on the 9th. Melissa will coordinate the transport and the return of the seed library and will develop a schedule. Tom Bransfield will be the point person with the Quorum. Laurel suggested a giveaway or some kind of activity. Brainstorming of ideas will take place later.

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7. Friends of the Portland Library

With the resignation of Maureen Muir from her position as President, Monica Jensen who was Vice President, is now serving as President of the Friends of the Portland Library. Monica provided the following report (through Jenn Billingsley):

- Read and Recycle Collection will take place Saturday, March 23 from 10 a.m. to 12 Noon at the library.
- The Friends next meeting is April 8, 2024 at 7 p.m.

Jenn expressed their appreciation for all of Maureen's support and wonderful leadership of our Friends group. They have met with Monica and are looking forward to working with her.

8. Chair's Report

Laurel expressed gratitude for Maureen Muir for what she has done in her role. She has been a wonderful partner to us.

A webinar was hosted about DEI in libraries. It included how to support DEI in public libraries and what the staff and board can do.

9. Director's Report

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

- All seemed to want Jenn to continued how she starts the strategic planning update.
- Beth Kauczka is moving from full time department head to part-time Librarian 1. Michele Grzeszczak will move into full-time head of Adult Services.
- The financial part of the report is much more detailed (on Page 3) including information on what is held in reserve from the memorial fund balance. Director needs to do some more work on how this is organized but does plan to include this type information going forward. Laurel appreciated the update regarding the Memorial Fund balance. Billingsley will keep updating it and will also have more info on the grant funding next month.
- Billingsley asked if the board is still interested in funding the window art moving forward. New spring art is welcoming and warm. The Board is supportive and the artwork is great and the cost is reasonable so preapproval of up to \$400 for Summer 2024 will be added to April agenda
- Regarding the holiday schedule, this board will no longer vote to approve it since it is outlined in the union contract.
- Laurel praised Jenn Renk for inviting an after-school club at the Middle School over to the Library so they could continue during the instructor's maternity leave.

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10. Other Discussion

No other discussion.

11. Adjournment

Myra Finkelstein made a motion to adjourn the meeting, seconded by Betsy Graziano, all were in favor and the meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Sharon R. Hoy
Recording Clerk

Revised 4/18/24
Jennifer Billingsley, Library Director