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By Erica Boucher at 9:07 am, May 07, 2026

KENT MEMORIAL LIBRARY COMMISSION
COMMUNITY RELATIONS SUBCOMMITTEE
SPECIAL MEETING MINUTES

Date: 04/30/2026
Location: Kent Memorial Library Gallery, 50 North Main Street, Suffield, CT
In-Person Meeting Only

The meeting was Called to Order by Subcommittee Chair Denise Boutin at 5:34pm

- I. ROLL CALL. Subcommittee Members Present: Denise Boutin (Chair), Julie Bodnar, Despina Tartsinis; Others Present: Amy Vessella, Liz Bologna, and Holly Garrity

- II. SOTG APPLICATION UPDATE
Chair Denise Boutin noted that she secured a booth and requested the same booth row as last year, either 114, 115, or 116. Tent logistics were discussed, as well as tables and layout. We have tent backing thanks to Commissioner Bodnar.

- III. DISCUSSION RE: DRAWINGS, PRIZES & GIVEAWAYS
Commissioner Bodnar presented a mockup of a large Yankee Candle with picture of KML for the adult giveaway, with a cost of \$40 for candle. Chair Denise Boutin noted that we have a new KML banner from last year. It was noted that this year's budget would be like last year's budget, with a proposed request for \$500 from the commission. Holly G. recommended we use the library's giveaway wheel for the ducks and frogs, so that the children are engaged. Children can also make their own button pins. Liz B. suggested that the library or KMLC create a Facebook poll to vote on and select 4 possible button/pin designs. Amy V. noted that she will have a new laptop and will handle the library card sign-ups at SOTG. The attendees discussed ideas for an art program or contest, and it was decided that could potentially be another program or event aside from SOTG.

The proposed giveaways (raffle drawing items) will be: the large Yankee Candle for adults (\$40 cost/value); and Lego set for kids (TBD, approx. \$60 value). Yankee Candle will be purchased. The Lego set could potentially be received as a donation, and if not can be purchased for the event.

- IV. STAFFING OF BOOTH
Commissioner Tartsinis said she has prepared a google signup sheet and will bring a printed copy to the next KML Regular Meeting. She will also circulate an email after the next meeting for Commissioners to sign up. It was noted that there should be at least 3 people signed up for each time slot (i.e. at least 2 commissioners, and 1 library staff).

- V. ACTION PLAN
 - Finalize cost of giveaway and prize items for budget request at 5/12 KML Meeting
 - Determine what KML staff will provide for supplies
 - Finalize SOTG booth staffing and signups, and extra volunteers for setup
 - Possible Social Media Post for KML SOTG booth

- VI. ADJOURNMENT. The meeting was adjourned at 6:32pm

Respectfully submitted,
Denise Boutin (Community Relations Subcommittee Chair)