



## ***City of Boiling Spring Lakes***

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### **Library Commission Meeting Minutes December 1, 2014 6:00 P.M.**

**ATTENDANCE** ~ Frances Thomas, Tammy Sollenberger, Nancy Allen

**ABSENT** ~ none

**COMMISSIONER LIAISON** ~ Mary Stilwell

**STAFF** ~ Pamela Bellina, Administrative Assistant

#### **I. CALL TO ORDER ~**

The monthly Library Commission meeting was held at City Hall on December 1, 2014. Commissioner Stilwell called the meeting to order at 5:58 p.m.

#### **II. ANNOUNCEMENTS ~**

Commissioner Stilwell announced that the Pancake Breakfast will be Saturday, December 6 from 7:30 AM until 10:00 AM. The requested contribution is \$5 for adults and \$2 for children. The proceeds benefit families in need.

Commissioner Stilwell also announced that Special Events will be holding their First Annual Tree Lighting on Saturday from 5:00 PM until 8:00 PM. The tree lighting will take place at 6:15 PM. There will be cookie decorating, music and singing and Santa.

Commissioner Stilwell announced that she will be hosting her Holiday Open House on December 17<sup>th</sup> from 12:00 PM until whenever.

Tammy Sollenberger announced she will be out of town next month for the next meeting. The Commission members discussed when to hold the next meeting and the members decided that January 20, 2015 at 6:00 PM would be the next meeting date. The Library Commission will thereafter meet the second Monday of the month at 6:00 PM at City Hall.

Nancy Allen announced that she met a woman, Donna Morgan, who would like to join the Commission.

### **III. OLD BUSINESS ~**

**Elect a Chairman** ~ Commissioner Stilwell advised the members that one person has to nominate the chairman, another has to second and then all have to agree.

**Nancy Allen nominated Frances Thomas as Chairman, Tammy Sollenberger seconded the nomination and all members were in favor of the nomination.**

Commissioner Stilwell advised Frances that it will be her responsibility as Chairman to attend the Board of Commissioners' meetings and give a report of the Library Commission's meetings. She also gave Frances guidance on how the BOC meeting was run and what her part in it would be.

The members also discussed the terms of the members: Nancy's term will be 2 years and Frances and Tammy's terms will be three years. The members also discussed whether there should be a Vice Chair nominated in accordance with the Ordinance. Commissioner Stilwell advised it was up to the discretion of the Commission whether they would like to have a Vice Chair but suggested they wait until the Commission has had a few meetings before making that decision.

### **IV. NEW BUSINESS**

Commissioner Stilwell provided the Commission members with answers from their initial meeting.

Commissioner Stilwell spoke with City Manager Jeff Repp about the funds the Commission currently has and the request to have the funds rolled over year to year. Jeff Repp agreed with the request. Mary stated any funds raised by the Commission does not have to be used immediately and can be saved toward a major project and rolled over from year to year. Nancy Allen asked the amount of money currently in the fund and Commissioner Stilwell advised it was approximately \$364. Tammy Sollenberger requested that funds be dedicated for the children's library since that was what the Friends of the Library had raised the money for. Commissioner Stilwell stated the funds could be saved for the future to build on a children's library but should not be rushed into just yet.

Commissioner Stilwell further advised that she spoke with the City Manager about moving the library elsewhere within City Hall; however, the City Manager stated that would not be possible as the public cannot be allowed access into the office area of City Hall. He did agree to dedicate an area for the children's library within the current library and books could be rotated between the Community Center and City Hall.

Commissioner Stilwell also spoke with Mary Green who stated she did not have a problem with the Commission taking the children's library out of the Community Center but Commissioner Stilwell did. She reminded the members that the children do use the books in the afterschool program. She requested that the members get together with Mary Green since she knows what the children want and need, to ask her what she would like to do and involve her in

the process. Frances advised she planned to submit an application to take part in the afterschool program at the Community Center and the members discussed the advantages of Frances being part of the program.

Nancy Allen stated she met with the Director of the County Library, Reecie Tate. Her meeting was very informative and Nancy took away from the meeting how each library works and how they were started which showed her a clear path of what the Commission would have to do. Nancy planned on joining the Friends of the Library in Southport to network with them and learn about the problems they had to overcome. Reecie Tate's advice to her was to network with people, open the process up not just with participation but with an advocacy of libraries and the importance of them for the future. Funding has been cut in Brunswick County, in every county, and practically every State so part of what this committee has to do is convince people that libraries are not going to be obsolete.

Frances Thomas gathered information about the Commission hosting an online book fair where a link can be provided on our City's website, if permission is given from our City Manager, where the Library Commission would benefit from the purchase of books through the book fair.

Commissioner Stilwell asked the Commission members to set goals for 2015. She mentioned that January was the beginning of budget time and if the Commission was going to plan for any projects, that would be the time to request a small budget which then has to be presented to the Board of Commissioners in the beginning of March. There must be concrete reasons for the small budget and she asked the members to think about it and to have ideas for the January meeting. She also requested that the members get involved with City events next year, particularly Fun Day and any other event they can be part of, to make our citizens aware of the Library Commission. Nancy commented that citizen awareness, participation and enthusiasm was what they need to achieve. She suggested creating a spreadsheet of people who are interested in the library who could volunteer and participate at events.

Commissioner Stilwell suggested some goals for 2015: budget, events, fundraising, and to raise awareness. Nancy Allen questioned how the Commission would find out what people think or want for the library. Commissioner Stilwell stated that once Frances starts giving her reports at the BOC meetings and the members start appearing at events, the Commission will definitely start to hear what the citizens want. She also said she would be available to do the Commission's bidding, find information, etc.

Nancy finalized her meeting with Reecie Tate stating she made herself available to the Commission as a resource. Nancy would like to find out more about how the other libraries were started and then turned over to the County library system. Commissioner Stilwell reminded the members that right now this is a City library and any funds generated or budget received must stay with the City. Frances Thomas discussed the confusion in the wording in the Ordinance, specifically Section 2-121, and the members discussed at length the direction to take the library and if, when or how they could eventually be part of the County library system or if that was even an option. Commissioner Stilwell stated she will speak with the City Manager and ask if the Commission were to request a budget to raise funds to help establish the library to become

part of the Brunswick County system, how the Commission could accomplish that. Nancy understood that there was never any community monies that go into a county library but you need to present the county with some sort of asset such as a building or land.

Frances Thomas stated she would really like to pursue the book fair idea and felt the Commission would benefit most if they accepted book credits as payment of books purchased through the book fair link which would allow the Commission to purchase new books for the library. The Commission would get a larger percentage back from the purchases if we chose this payment method but if cash was the chosen payment method, a smaller percentage would be received. Commissioner Stilwell asked Frances to come up with a small presentation on exactly what the book fair entails. Nancy commented that the Commission needs to work on getting the City library to the point of being a benefit to the City. Once that was accomplished, the Commission could work on becoming more formalized with the County Library. Tammy Sollenberger brought up the fact that our library was only open during City Hall hours which does not benefit all the citizens of the City.

Commissioner Stilwell cautioned the members they need to be patient because it is not a quick process and they must take baby steps. She also reminded the members that their loyalties should be to this Committee and this City, not the County or the County Library. Commissioner Stilwell will speak with the City Manager about a possible budget from the Commissioners, where the Library Commission would put the money they raise, in what form the funds need to be, what can be done with the funds raised and what was long term. She will explain that it eventually has to be a network. Tammy questioned what would happen if the Commission did not get a budget and Commissioner Stilwell said she would speak with Jeff Repp about that also.

The Committee members discussed starting a Facebook page and Nancy Allen stated she would help create it. Commissioner Stilwell thought they should invite people to speak at their meetings such as someone from the County Library or perhaps have an event "A Special Evening with the Library Committee" and have a speaker. Tammy commented on the flexibility of having a city library versus having a county library and if there would be more advantages to staying city run.

The Commission also discussed at length different fundraising ideas. Commissioner Stilwell suggested a 5K Run/Walk and a Motorcycle Run. Tammy came up with a slogan "5K Race through a Book." Tammy Sollenberger suggested some kind of reading awareness contest such as "The Ladies of the Library Commission will together be reading 100 books this Summer....Who can beat us?" Mary suggested having a booth at Fun Day so the citizens will be aware of the Commission and they could start the contest then but stated they need to be prepared to award a prize. Nancy Allen suggested reverse raffles and Commissioner Stilwell cautioned about gambling laws.

Commissioner Stilwell reiterated setting goals for 2015 and the questions she will present to the City Manager. She also requested that the Commission members consult with Mary Green about the children's library and meet with her prior to the next meeting. The Commission members discussed having a workshop to create their Mission Statement and to go through the books that were donated in the past which are stored upstairs at City Hall.

**V. PUBLIC COMMENT ~ None**

**VI. ADJOURNMENT ~**

**A Motion was made by Tammy Sollenberger and seconded by Nancy Allen to adjourn the meeting at 7:40 PM.**

**Motion Carried 3 – 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant