



City of Boiling Spring Lakes

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Library Commission Meeting Minutes

January 20, 2015

6:00 P.M.

ATTENDANCE ~ Frances Thomas (late), Tammy Sollenberger, Nancy Allen,
Donna Morgan, Joan Roberts

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 January 20, 2015 and was called to order by Commissioner Stilwell at 6:15 p.m.

II. APPROVAL OF AGENDA ~

Commissioner Stilwell requested to add to New Business: C. Informational Discussion

A Motion was made by Tammy Sollenberger and seconded by Nancy Allen to approve the Agenda as amended.

Vote: 4 – 0

III. APPROVAL OF MINUTES ~

A Motion was made by Joan Roberts and seconded by Donna Morgan to approve the minutes.

Vote: 4 – 0

IV. ANNOUNCEMENTS ~

Nancy Allen announced that she has accepted a public relations position with the Friends of the Southport Library. Nancy felt that accepting this position will be helpful with this Commission with all that she will learn.

Frances Thomas arrived at 6:30 PM whereupon she relieved Commissioner Stilwell from chairing the meeting and she began to chair the meeting.

V. OLD BUSINESS ~

A. Book Fair ~

Frances Thomas gathered information from Barnes & Noble about hosting a book fair. Following is the information she gathered: The book fair date should be planned 8 weeks in advance to allow time for the Commission to get the word out as well as Barnes & Noble to prepare the store for the book fair. People can attend the book fair at the store or shop online on Barnes & Noble's website up to 5 days after the book fair to order. There will be a code to use for online ordering and vouchers can be provided that will have the information. The Commission would receive "book credits" from the purchases: cash credit would be 10% of sales and book credit would be 15% of sales for up to \$2,000 in sales. Book credit would allow the Commission to purchase books from Barnes and Noble for the library. Frances suggested the Commission come up with a wish list of books residents would like to see in library. Those books could be purchased at the book fair and then donated to the library which would then provide a double credit - the acquisition of the wish list book plus a 15% credit. Commissioner Stilwell suggested the children's library be updated first as that is used more often. She also suggested they pick a day for the book fair when all the Commission members could be present at the event. Frances provided a Purchasing Program form to be filled out by the City Manager or Finance Department which would provide the Commission with a 20% discount for the purchase of books. Anybody, anywhere can purchase books through the online book fair and when the code is used, the Commission will receive the credit. Nancy Allen stated the invitation to the book fair could be sent through the Facebook page. The Commission members discussed hosting the book fair on a Saturday as that would be a high volume day at the store.

B. Facebook page ~

Nancy Allen advised that she has many ideas for the page. The members discussed whether to have more than one administrator of the page and the members decided that Nancy Allen and Donna Morgan would be the Facebook page administrators. Nancy also suggested adding the Mission Statement to the page.

Commissioner Stilwell suggested a picture of the group for the Facebook page and the members to be ready for that for the next meeting. She also discussed with the group the possibility of negative or derogatory comments posted on the page and how best to deal with that type of situation. Nancy Allen advised comments could be turned off but feels that comments

should be allowed since the page is meant to be informative, fun, to be an advocacy for libraries and reading and what it means to a community. Nancy also suggested pictures for the Facebook page of the children at the Community Center reading and pictures of the two libraries.

Tammy Sollenberger asked if any of the members knew of an artist for an idea she had for the Facebook page. Her idea is of a Venus Fly Trap plant opening with a book sitting inside the plant. Donna Morgan and Joan Roberts both suggested family members who may be able to draw the idea. Joan Roberts also suggested the idea be the logo for the Library Commission.

C. Informational Discussion ~

The Commission members discussed at length applying to the Board of Commissioners for a budget this year. Commissioner Stilwell suggested the members start out with a small request as seed money to be used toward activities for the year. She also explained the process of applying for the request. It was discussed to use part of the funds for the children's library as discussed at the last meeting and that funds could be used to participate at local events. Tammy Sollenberger expressed concern that if the Commission were to request the funds from the City, it would preclude them from ever becoming part of the County library system. Commissioner Stilwell explained to the members that the Library Commission needs to start out as a City library and then work its way into becoming part of the County library system as per the Ordinance and that accepting funds from the City would not preclude it from becoming part of the County library system down the road.

Commissioner Stilwell invited the Commission members to her house for a workshop to discuss the following items: the books upstairs at City Hall, rotating the books, children's library book rotation, storage of books, the mission statement and book shelf sponsors. The members discussed the dates to host the book fair and workshop. Tammy Sollenberger suggested hosting the book fair after Community Fun Day so it can be promoted at that event. The members decided to host the book fair event tentatively on April 25th with the back up day of May 2nd, pending confirmation by Barnes and Noble. Donna Morgan suggested promoting at the book fair a children's summer reading program and promote it on the Facebook page to raise funds for the children's library.

The Commission discussed a date for the workshop and tentatively scheduled it for February 7th at 10 AM at Commissioner Stilwell's house and she will provide lunch. Commissioner Stilwell explained that a book shelf sponsor is someone who would sponsor a shelf in the library. The Commission would write a sponsor policy and advise the Board of Commissioners of this sponsorship. The Commission would then ask for a donation to sponsor a shelf and a small plaque with their name would go on the shelf. The sponsorship for example could be 6 months for \$50 with \$5 going toward the purchase of the small plaque and the remaining \$45 to go into the Library Commission account.

The members also discussed the date for the next meeting, February 9, 2015 at 6:00 PM. The Commission meets the second Monday of every month at 6:00 PM.

The members also discussed whether they should have t-shirts or pins or something to wear at events. Commissioner Stilwell stated she would speak with Jeff Repp about ordering pins. The funds in the Library Commission account would pay for the pins.

VI. NEW BUSINESS ~

A. Welcome New Members: Donna Morgan and Joan Roberts ~

The Commission welcomed aboard Donna Morgan and Joan Roberts to the Library Commission.

VII. PUBLIC COMMENT ~

None.

VIII. ADJOURNMENT ~

A Motion was made by Donna Morgan and seconded by Nancy Allen to adjourn the meeting at 7:30 PM.

Motion Carried 5 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant