



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

**9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461**

---

### **Library Commission Meeting Minutes November 9, 2015 6:00 P.M.**

**ATTENDANCE ~** Frances Thomas, Chairman, Nancy Allen, Tammy Sollenberger,  
Bonnie Porter Keyes

**ABSENT ~** Donna Morgan (excused)

**COMMISSIONER LIAISON:** Mary Stilwell

**STAFF:** Pamela Bellina, Administrative Assistant

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

The regular monthly Library Commission Meeting was held at City Hall on November 9, 2015 and was called to order by Chairman Frances Thomas at 5:58 p.m.

#### **II. APPROVAL OF AGENDA**

A motion was made by Nancy Allen and seconded by Bonnie Keyes to approve the agenda as written.

**Vote: 4 - 0**

#### **III. APPROVAL OF MINUTES**

A motion was made by Tammy Sollenberger and seconded by Bonnie Keyes to accept the October 12, 2015 minutes as written.

**Vote: 4 - 0**

#### **IV. PUBLIC COMMENT ~ None.**

#### **V. OLD BUSINESS**

- a. Funds raised by the Commission (bank account)**

This matter has been tabled to the December meeting because Donna Morgan was unable to attend tonight's meeting. City Manager Jeff Repp will attend the meeting next month to speak with the members on this subject. Commissioner Stilwell advised the City Manager was willing to have a capital fund through the City to allow the Library Commission to save money for a future library which fund will roll from year to year; however, those funds may not be used for anything other than a library building and the funds will have to be specified as such. The Commission will have two accounts, the yearly budget and a library building capital fund. The funds in the budget will have to be used by the end of the fiscal year and whatever is left, will be turned over to the general fund. The library building funds will stay in an account and roll every year. Commissioner Stilwell further advised that any funds raised through fundraising can be designated which dollar amount goes into which fund.

Frances Thomas inquired how the Library Commission would move forward to ask for use of a city building should one become available to which Commissioner Stilwell replied that the Commission would go before the BOC to request use. Nancy discussed setting parameters for how they would use a space should the Commission ever get a building. Commissioner Stilwell reminded the members the biggest thing is to get the word out that the Library Commission needs a building. The members also discussed getting a survey out to the residents, sending a letter to the editor and asking Jason Tyson to perhaps do an article. Tammy Sollenberger asked if the Commission were to get a city building, how could the library be part of the county library system to which Commissioner Stilwell replied it would have to stay a City library. Commissioner Stilwell further suggested that the Library Commission ask the City Manager, the Mayor and the Board of Commissioners that the Library be included in the long range plan for the City. Commissioner Stilwell also suggested the request go before the BOC in January as the new board will be seated at that meeting.

**b. Book Donation Policy ~ update**

Nancy Allen advised she placed the book donation policy on the Library Commission's Facebook page. Bonnie advised she has a large box of books which were donated by a friend. It was discussed placing the book donation policy on the Library Commission's page on the City's website which Pamela will do.

**c. Story Time at Annual Tree Lighting**

Frances and Tammy both attended the Special Events meeting on Thursday, November 5<sup>th</sup> to discuss participation in their Annual Tree Lighting event. Frances reported that Special Events was very happy to have story time at the event. Frances thought the members should compose a list of the books they wish to read at the event. Frances, Nancy and Donna will read to the children and Tammy and Bonnie will decorate and help at the event. Commissioner Stilwell advised that Donna Morgan will be purchasing a treasure chest filled with small toys from which the children will be able to choose a toy after story time. Frances mentioned she has a small electric fireplace she would like to bring and place next to the reading chair which the Commission will decorate for the holidays. Commissioner Stilwell suggested Frances seek permission from the City Manager to allow the fireplace. Tammy suggested a small Christmas Tree or stockings and garland placed around the dais if the fireplace is not allowed.

**d. Planning for Technology**

Frances spoke with the City Manager who explained that Parks & Recreation at one time had computers donated by Brunswick Community College but they have been replaced by the City. Commissioner Stilwell advised that the replaced computers were purchased through the Parks and Recreation budget. Commissioner Stilwell further advised the members that the Library Commission does not have a budget that would support the purchase of computers and there was no place to put the computers but is something they should consider when the Library Commission gets a building. This matter has been tabled for future consideration.

**VI. NEW BUSINESS**

**a. Expenditures**

Nancy advised she paid \$52.00 to have the banner updated with the correct wording and the Library Commission logo. She will give the receipt to Karen Thompson for reimbursement.

Commissioner Stilwell advised that Donna Morgan will have an expenditure with the purchase of the treasure chest of toys. She also suggested the Commission get monthly updates from Karen Thompson on the expenditures of the budget.

**VII. ANNOUNCEMENTS**

Parks and Recreation will have their Pancake Breakfast on December 5<sup>th</sup> along with the Polar Express (meet Santa) and Special Events has their Annual Tree Lighting on December 5<sup>th</sup>. City Hall will be closed on November 11<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>.

**VIII. NEXT MEETING AGENDA ITEMS**

Funds raised by the Commission  
Shelf Sponsorship  
Letter to the City Manager, Mayor and BOC re inclusion in the long range plan  
Library Winter Event (for Library awareness)

**IX. ADJOURNMENT**

A Motion was made by Nancy Allen and seconded by Tammy Sollenberger to adjourn the meeting at 7:11 PM.

**Vote 4 – 0**

~~~~~

Respectfully submitted,

Pamela Bellina, Administrative Assistant