



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

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

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## **Library Commission Meeting Minutes December 14, 2015 6:00 P.M.**

**ATTENDANCE ~** Frances Thomas, Chairman, Nancy Allen, Tammy Sollenberger, Donna Morgan

**ABSENT ~** Bonnie Porter Keyes

**COMMISSIONER LIAISON:** Mary Stilwell

**STAFF:** Pamela Bellina, Administrative Assistant

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

The regular monthly meeting of the Library Commission was called to order by Chairman Frances Thomas at 6:02 p.m.

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

Tammy Sollenberger requested to add the following items to New Business:

- e. Library Maintenance
- f. Special Events Tree Lighting Event ~ update and ideas
- g. Sign for Library

A Motion was made by Donna Morgan and seconded by Nancy Allen to approve the agenda with the changes noted above.

Vote: 4 – 0

*Commissioner Stilwell arrived at the meeting 6:05 pm*

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

Tammy Sollenberger questioned the word “monthly” on page 3 of the minutes, New Business, a. Expenditures, second paragraph, last sentence. She thought it was regular updates

and were monthly updates needed. Commissioner Stilwell explained that because there are expenditures, the Commission would want to know what the current balance is in the budget.

A motion was made by Tammy Sollenberger and seconded by Donna Morgan to accept the November 9, 2015 minutes as written.

Vote: 4 - 0

**IV. PUBLIC COMMENT ~ none.**

**V. OLD BUSINESS**

**a. Funds raised by the Commission**

Jeff Repp, City Manager, attended the meeting to discuss with the Commission their request for a capital fund. Jeff explained the Commission currently has an operating fund of \$1,000 in the budget which runs the fiscal year. Any funds not used from the \$1,000 budget reverts to the City's General Fund. He understands the Commission would like a capital fund to be used toward the purchase or construction of a library building. Jeff explained this type of fund would be termed "restricted" as it would go from year to year with all funds to stay in the restricted account and would be for a capital purpose only. The BOC would adopt a Resolution which creates the fund and authorizes the City Manager and the Finance Director to create the account on the books. Jeff offered to prepare a Resolution for the Commission. Donna requested wording in the Resolution to cover the possible donation of a building and the capital funds be used to outfit the building with shelving, etc. Jeff explained that renovations to a building would come from the operating budget, not the capital fund. Jeff further explained the Commission could request from the BOC that any funds not used from the \$1,000 budget be moved into the "restricted" fund but this would be at the discretion of the Board.

The members discussed with the City Manager their concern of purchasing a building for a library with leftover funds from the budget as their goal was to become a County library. Their understanding was that budget funds could be used for City purposes only. Commissioner Stilwell asked if the Library Commission raised enough money to build a library in Boiling Spring Lakes, does it have to become part of the County library system. Jeff Repp did not know what the County's rules were but once a library was built, it would be property of the Board of Commissioners and the BOC would have to make the decision whether the building would be turned over to the County library system. Jeff stated a Resolution could be drafted that the funds could be used to match county funds for the construction of a library; but again that would have to be a decision of the BOC and would be for the purposes of constructing a library, which is the reason for creating a restricted fund, and whether it is in part with another agency would be a decision by the BOC. The Commission could either build it themselves or build it with the County as long as the BOC agrees with whatever the Commission is doing, but it has to be for the construction of a library. Commissioner Stilwell stated she would certainly approve a request to match funds with the county to build a library so the City has access to a library. Nancy stated this does not mean that the library has to become part of the County library system and it would be up to the residents on what their choice would be.

Jeff stated this matter could be brought up at the Board of Commissioners' January meeting but put on the February agenda for action. He will prepare a resolution and email it to the Commission members.

Frances expressed her concern if this Resolution would affect their inclusion in the City's long range plan. Jeff explained the Cape Fear Council of Governments will have public meetings where the departments and committees can express their concerns and/or wishes.

The members discussed what grants may be available and Donna provided some information about grants she was aware of. Jeff stated the City subscribes to ECIVIS which is a listing of all grants out there and he will see what is available. Tammy mentioned the old library committee had an idea of having a library and museum of natural plant life and maybe an idea like that may get more grant money.

Commissioner Stilwell asked the members if they wanted Jeff to draft the Resolution and have it ready for the January's BOC meeting. Frances, Donna, Nancy and Tammy all agreed to have Jeff prepare the Resolution.

**b. Shelf Sponsorship**

Donna has two checks from shelf sponsors but thinks the Commission should wait until the Resolution has been passed before depositing the funds into an account as they should go into the restricted capital funds account.

**c. Letter to the City Manager, Mayor and BOC re: inclusion in the long range plan**

Commissioner Stilwell stated a letter is not necessary as there will be public meetings that the Commission can attend and advise the planners what the Commission would like to see in the City as it pertains to a library and what the Commission's vision is. The members decided to have a workshop on January 17<sup>th</sup> at 3:00 PM at Nancy Allen's home to discuss what they would like to present to the Cape Fear Council of Governments.

**VI. NEW BUSINESS**

**a. Expenditures**

Donna had an expenditure of \$28 for the treasure chest used at the Tree Lighting event. Frances was looking at the updated spreadsheet provided by Karen Thompson but was confused about what their remaining budget funds were. Commissioner Stilwell will speak with Karen for clarification on the spreadsheet. She also reminded the members that budget time is right around the corner and to consider what the next budget request will be and what is still needed for the library such as new books. The members discussed a sign to be placed outside the library door and the possibility of adding a low shelf to the library for more books. Nancy will look at Demco for a library sign and will report back next month.

**b. Library Winter Event (for Library awareness)**

Commissioner Stilwell asked the members to consider having County Commissioner Frank Williams speak at an event hosted by the Commission about his new book *After the Republic*. The event will be to raise awareness of the Library and he will donate his book to the library. Commissioner Stilwell asked the members to come up with two nights everyone is available and she will verify with Mr. Williams as to his availability. The dates the members considered were January 19 and January 28. Commissioner Stilwell suggested the event run from 6 PM to 8 PM. Donna Morgan will create a flyer and/or poster. Commissioner Stilwell said the event could be put on the electronic sign in front of City Hall and suggested the members ask Jason Tyson to put a note in the paper on page 2. Nancy will put the event on the Library's Facebook page. Commissioner Stilwell suggested light refreshments which can be purchased with funds from the budget.

**c. Library Flyer for Welcome Packages (Appearance Committee) & local businesses**

Ann Hollingsworth requested a flyer for the Welcome Packages which she gives to new residents of the City. Nancy and Donna will work on creating a flyer and perhaps a bookmark. The flyer can also be placed at the Community Center and local businesses. Donna anticipates a cardstock flyer may cost around \$200 to be printed.

**d. Author Donated Books**

Tammy had been to an event at Ft. Fisher where she met an author, Richard Triebe, who was signing his books. She purchased one of his books, *Confederate Ft. Fisher*, which she is donating to the library. While speaking with the author, he agreed to donate two of his hardback books to the library. Mr. Triebe signed the books and inscribed a note to the BSL Library in each book. The two donated books are: *Point Lookout Prison Camp and Hospital* and *Ft. Fisher to Elmira*. Commissioner Stilwell stated her concerns over having author signed books in the library and that it is important to know the inventory of the library. Donna asked for his address to send a Thank You note. Frances suggested Mr. Triebe be a future speaker for one of their library awareness events. Commissioner Stilwell advised there were a lot of local authors and knows Dr. Bennett and his wife Elayne who live on Bald Head Island. Elayne Bennett wrote *Daughters in Danger* and is currently working with the Governor on human trafficking in our State. Commissioner Stilwell has both Dr. Bennett and Elayne Bennett's books which have been signed by them will ask if she can donate those books to the library. She would very much like for the Bennetts to speak at a library event too. Elayne is working with Dr. Rosemary Stein who is running for Superintendent of Schools in NC and has been speaking to girls in schools about how to be aware and take care of themselves. Donna suggested author Wiley Cash who lives on Oak Island. Frances inquired how one knows in advance if an author is willing to speak as a service or expects an honorarium. Nancy mentioned there are services where you can find the information and some authors have their own webpage along with their agent information. Authors can bring their books to sell at the events and if they do not feel comfortable in doing so,

Donna mentioned an independent bookstore in Wilmington that can bring the author's books to sell.

**e. Library Maintenance**

Tammy mentioned that help is needed shelving the books at least once a week. Tammy has been trying to shelve the books but sometimes she is unable to make it in. Nancy was under the impression people shelved their own books and was advised that is not always the case. She did not feel it was that important to make sure they were in absolute alphabetical order but Tammy's main concern was that one wall of books were alphabetized across the whole shelf yet another wall was only alphabetized on half of the shelf (to the divider) and she felt there should be consistency throughout the library so as not to confuse residents. Nancy advised she can come in and help shelve the books until mid-January. Nancy and Frances spoke about continuing the project of tagging the shelves. Tammy asked about that date the members put at the back of the book. Nancy verified it was the date the book was acquired however Tammy thought putting the published date would make it easier to pull the older books to make room for new books.

**f. Special Events Tree Lighting ~ update and new ideas for next year**

This matter will be discussed during the workshop.

**g. Sign for Library**

This topic was discussed under New Business, Expenditures. Nancy will be researching signs for the library and will report at the next meeting.

**VII. ANNOUNCEMENTS**

Mary wished the Commission Members a Merry Christmas and provided them with gifts.

**VIII. NEXT MEETING AGENDA ITEMS**

Library Sign  
Adding books to the library  
Winter Event  
Survey

Discussion: Nancy has an account with Survey Monkey and has researched creating a survey to be handed out to residents. The price she obtained is approximately \$200 to \$250 to have door hangers to put the survey in. Donna has acquired about 30 contacts for promoting events through radio, television and print. Commissioner Stilwell suggested getting flyers out to local businesses and churches.

## **IX. ADJOURNMENT**

A Motion was made by Nancy Allen and seconded by Donna Morgan to adjourn the meeting at 7:50 PM.

**Vote: 4 - 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant