



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

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Boiling Spring Lakes, NC 28461

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

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

**ABSENT ~** Joan Roberts

**COMMISSIONER LIAISON:** Mary Stilwell (absent)

**STAFF:** Pamela Bellina, Administrative Assistant

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

The regular monthly Library Commission Meeting was held at City Hall on February 9, 2015. Chairman Frances Thomas called the meeting to order at 6:08 PM.

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

Frances Thomas requested the following be added to the Agenda:

New Business ~ C. Vote for Vice Chair and Public Relations member.

A motion was made by Donna Morgan and seconded by Nancy Allen to approve the Agenda with the addition.

**Motion Carried: 4 - 0**

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

A motion was made by Nancy Allen and seconded by Tammy Sollenberger to approve the January 20, 2015 minutes as written.

**Motion Carried: 4 - 0**

#### **IV. ANNOUNCEMENTS ~**

None.

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

##### **A. Creation of Facebook Page ~**

Nancy Allen advised the Commission members that the Facebook page has been published. Nancy asked Pamela Bellina to add a link from the Library Commission page on the City's website to the Library Commission Facebook page. The Facebook page will be used to announce upcoming events and invitations to the Book Fair.

##### **B. Update on Book Fair dates by Barnes & Noble ~**

Frances Thomas advised she spoke with Marilyn Shackelford at Barnes & Noble and the Agreement was provided. The dates of the Book Fair have been confirmed and will be April 24, 2015 through April 26, 2015 in-store and April 24, 2015 through May 1, 2015 for online purchases. The Commission will receive more of a book credit from in-store purchases. Frances suggested the Commission members think of clubs and groups to invite to the event as well as individuals. The Commission members also discussed ideas to draw people to the in-store event such as costumes, puppets, entertainment, story time, activity books for children. Flyers for the event were discussed and Pamela was asked to add the event to the City's website as well as upload the flyer and voucher. Frances also suggested placing a small sign on the poster that advises when the entertainment will be taking place during the book fair. Tammy suggested that directions be provided to Mayfair for the event.

##### **C. Venus Fly Trap/Book Logo Submissions ~**

The Commission members are still actively searching for an artist to create the logo. The members discussed asking the high school or middle school art department to promote a freelance competition to create the logo but a prize may have to be awarded. Frances discussed the possibility of an art competition being announced on the City's website.

##### **D. Workshop Topics ~**

The Commission members discussed the topics they covered during their workshop on Saturday, February 7, 2015. Donna Morgan volunteered to administer the shelf sponsorships. Donna prepared and handed out a proposed Shelf Sponsorship Policy which the members discussed at the workshop. The members discussed proposed changes to the wording of the policy. Commissioner Stilwell will discuss the proposed policy with City Manager Jeff Repp for his approval and/or recommendation to present to the Board of Commissioners. Nancy Allen provided information on shelf brackets for the sponsorship. Tammy Sollenberger recommended color coding the sponsorship plaques (annually or semi-annually) and to some way recognize smaller monetary donations (any dollar amount under the sponsorship amount). A framed list of supporters could be hung in the library and could include book donors too.

## **VI. NEW BUSINESS**

### **A. Donation of Books ~**

At the Library workshop on February 7<sup>th</sup>, Joan Roberts volunteered to handle book donations. City Hall will take the donor's name and telephone number and that information will be forwarded to Joan Roberts who will then contact the donor. The Commission members discussed at length the condition of the donated books as well as the age of donated books but wanted a full committee representation to further the discussion.

A Motion was made by Tammy Sollenberger and seconded by Donna Morgan to table the discussion on condition and age of books until the next meeting.

**Motion Carried: 4 - 0**

### **B. Previously Donated Books ~**

The members advised that there are two residents who previously donated books and would like them returned if not used in the library. One resident requested that they be offered the return of their books previously donated. Joan Roberts and Donna Morgan have volunteered to sort through the books stored upstairs at City Hall, identify the books to be returned and assess the books to be rotated into the library. Frances Thomas and Nancy Allen have volunteered to go to the children's library located at the Community Center to assess the book needs at that location. The Commission members will also work in the library shelving books and assessing the current books. Tammy Sollenberger discussed with the members websites and stores where old encyclopedias can be sold.

### **C. Vote for Vice Chair/Public Relations ~**

The Commission members discussed at their workshop the need to appoint a Vice Chairperson/Public Relations person. Nancy Allen was nominated as Vice Chair and Public Relations.

A Motion was made by Tammy Sollenberger and seconded by Donna Morgan to elect Nancy Allen as Vice Chair and Public Relations person for the Library Commission.

**Motion Carried: 4 - 0**

## **VII. PUBLIC COMMENT ~**

None.

## **VIII. ADJOURNMENT ~**

A Motion was made by Donna Morgan and seconded by Nancy Allen to adjourn the meeting at 7:20 PM.

**Motion Carried: 4 – 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant