



City of Boiling Spring Lakes

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Library Commission Meeting Minutes

March 9, 2015

6:00 P.M.

ATTENDANCE ~ Frances Thomas, Chairman, Tammy Sollenberger, Donna Morgan, Joan Roberts

ABSENT ~ Nancy Allen

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 March 9, 2015. Frances Thomas called the meeting to order at 6:01 p.m.

II. APPROVAL OF AGENDA

A motion was made by Donna Morgan and seconded by Tammy Sollenberger to approve the agenda.

Motion Carried 4 - 0

III. APPROVAL OF MINUTES

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

Motion Carried 4 - 0

IV. ANNOUNCEMENTS

Commissioner Stilwell announced that the Spring Fling event will be held on May 2, 2015. She suggested someone from the Library Commission contact Michelle Hennessey to reserve space for a booth. Commissioner Stilwell mentioned she could provide a tent and a table

for the event. The Commission discussed offering duplicate books from the library for sale and maybe offer a free raffle. Tammy Sollenberger suggested offering a new book for the raffle. Donna Morgan suggested offering a survey to go along with the raffle ticket, i.e. fill out the survey and get a free raffle ticket, which will allow the Commission to gather information from the survey on what they would like for the City's library. Donna stated she will work with Nancy in creating the survey and will have it for the next meeting.

Commissioner Stilwell advised it was announced at the Board of Commissioners' meeting that anyone who had previously donated books to the library and wanted them returned to please contact City Hall. Commissioner Stilwell advised that previous to the announcement she knew of three people who requested the return of their books. Frances Thomas stated she will contact the Commission members about their availability to work on going through the donated books. Commissioner Stilwell suggested going through the books as soon as possible to be ready for the Spring Fling event and volunteered to go through the books too.

Commissioner Stilwell welcomed a resident who was in attendance, Bischon Bush. Ms. Bush stated she would like to, when time permits, volunteer with Library Commission events.

V. OLD BUSINESS

A. Book Fair (update)

Frances Thomas stated she received the flyers, posters and vouchers for the Book Fair but noted there was a typo on the flyer. Commissioner Stilwell suggested the posters get posted as soon as possible. Frances provided papers for Commissioner Stilwell to fill out with tax exemption information. The members discussed the hours Barnes and Noble were open and schedule the time members can be in attendance at the book fair. Donna Morgan asked if the Commission would be allowed to have a raffle during the in-store event. We could ask patrons to fill out a general survey about books and libraries and in return give them a raffle. The patrons would have to be present for the raffle to receive the prize in hopes that they will shop and the Commission could receive book credits. Commissioner Stilwell suggested someone find out if they will allow the Commission to offer the raffle during the book fair. Tammy Sollenberger suggested the coup de grace for the Spring Fling event raffle be a brand new book. Frances Thomas is to verify with Barnes and Noble about allowing a raffle during the book fair. She also requested the Commission come up with a Wish List for the next meeting as Barnes and Noble will set up a display with the Wish List books so patrons could purchase the books from the display for donation to the Commission. The Commission would not only get the books wished for but would get a book credit also when the voucher is used. Frances spoke with Anita at the Community Center who asked if the Commission could attain pre-primer level books for the Children's Library. Tammy Sollenberger noted that the focus is the children's library but requested that some of the wish list books be for the adult library too.

B. Venus Fly Trap Book Logo

Frances asked if anyone has any progress with the logo. Tammy Sollenberger stated she will contact her sister-in-law to see if she could create the logo. Tammy also asked if the logo needed to be approved at the next meeting. Commissioner Stilwell stated a request for approval could be handled by email. Tammy will need to send out an email to the Commission members with the logo attached and everyone must “respond to all” with their approval or disapproval.

C. Donation of Books

Joan tried to call the person who called City Hall to donate her books; however, the number was not good. Joan hoped the person would call City Hall again so she can get in touch with her. Joan also mentioned she organized and shelved the library books and has removed all of the duplicates as well as some paperbacks and moved the books upstairs at City Hall. The Commission anticipates selling the books at the Spring Fling event to help raise funds for the library.

D. Shelf Sponsorship Policy

Donna Morgan provided an updated Shelf Sponsorship Policy to the Commission members which the members discussed. Donna will provide a clean copy of the policy to all members as well as Commissioner Stilwell who will bring the policy to City Manager Jeff Repp and the Board of Commissioners. Frances Thomas will read the policy at the Board of Commissioners’ Meeting in April.

A Motion was made by Joan Roberts and seconded by Tammy Sollenberger to approve the Shelf Sponsorship Policy as amended.

Motion Carried: 4 - 0

VI. NEW BUSINESS

A. Budget and Funding

Commissioner Stilwell apologized profusely as she was advised that Municipal law will not allow the funds currently in the Library Commission account to roll into the next budget year; therefore, the funds must be used by the end of June or they will revert into the General Fund. The Commission members discussed at length what the funds could be used toward: t-shirts, name tags and shelf sponsorship labels were some of the items discussed. Donna Morgan mentioned not starting the shelf sponsorship until July because any sponsorship funds would have to be used by the end of June. The Committee member also discussed the possibility in the future of a Library Commission bank account for any funds the Commission raises which funds would not have to be spent by the end of the fiscal year and could stay in the account. Commissioner Stilwell reiterated these funds would not be the budget funds granted by the Board of Commissioners but would be any funds raised by the Library Commission.

Commissioner Stilwell suggested that the big ticket items needed by the Library Commission such as additional shelving for the library be held off until the Commission finds out if it will be given a budget by the Board of Commissioners.

The Commission discussed buying t-shirts and/or polo shirts for the upcoming events they will attend as well as what should be purchased with the funds remaining in the account before the end of the fiscal year. The members also discussed introducing the shelf sponsorship at the Spring Fling event to start in July.

Frances Thomas circulated to the Commission members via email the budget request of \$1,000. Commissioner Stilwell advised Frances that she should be prepared to discuss with the Board of Commissioners at the budget meetings what her budget request entails.

A Motion was made by Tammy Sollenberger and seconded by Joan Roberts approving the budget request of \$1,000.

Motion Carried: 4 – 0

B. Children's Library Report and Recommendation

Frances Thomas stated she and Nancy Allen met with Anita at the Community Center. Since Nancy was not able to make the meeting, Frances requested to discuss this item at the next meeting but did want to summarize her observations when she volunteered at the Community Center. The children's library at the Community Center is more of a large collection of books and not an actual library. The books are all marked with Parks & Recreation so rotation of those books with the library at City Hall would not be possible. Frances believes the books to be minimally used as most of the activity at the Community Center is based on outdoor recreation after the 30 minutes of homework help. She stated there used to be a reading hour once a month but there is no room at the Center for that now. Commissioner Stilwell suggested as one the first fundraisers of the Commission to raise funds for a bin, chest, shelving, on wheels so it can be moved, to put at the Community Center to be filled books from the Library Commission for the children. They could be stamped with "Library Commission" which would allow control of what books can be rotated between the libraries. The books are very much needed because of summer camp and after school care. Commissioner Stilwell also suggested books for the middle school level children. Frances thought there might be an area in the computer room where a bookshelf could be placed. Tammy suggested a treasure chest to put the books in.

Once the children's shelf is established here at the City Hall library and stocked with books, Joan Roberts suggested a reading time here at City Hall for the children, if that is possible and something the City would allow. Frances Thomas volunteered to read to the children. The Commission discussed a pre-school reading hour like the Community Center used to have as well as a summertime reading hour.

C. The “Little Library” at Muse Park

Frances Thomas and Nancy Allen were approached by someone who inquired if the Library Commission would be handling the Little Library at Muse Park. Frances attempted to find out who had jurisdiction over the Little Library with the registration number however it appeared to be expired. Commissioner Stilwell believed it may have been established by the Friends of the Library which was part of the County. Donna Morgan stated she has joined the Friends of the Library Southport and will inquire at the next meeting.

VII. PUBLIC COMMENT

None.

VIII. NEXT MEETING AGENDA ITEMS

Children’s library report and recommendations
Shelf sponsorship policy vote
Survey for Raffle at Spring Fling event
Venus Fly Trap/Book Logo
The Little Library at Muse Park

VIII. ADJOURNMENT

A Motion was made by Donna Morgan and seconded by Joan Roberts to adjourn the meeting at 7:27 PM.

Motion Carried: 4 - 0

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Respectfully submitted,

Pamela Bellina, Administrative Assistant