



City of Boiling Spring Lakes

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Library Commission Meeting Minutes

April 13, 2015

6:00 P.M.

ATTENDANCE ~ Frances Thomas, Chairman, Nancy Allen (late), Joan Roberts

ABSENT ~ Donna Morgan (excused), Tammy Sollenberger (excused)

COMMISSIONER LIAISON: Mary Stilwell

STAFF: Pamela Bellina, Administrative Assistant

At the time of the Call to Order, there was no quorum; therefore, the Agenda and Minutes were not approved. However, the Commission Members did proceed with Announcements. Nancy Allen arrived at the meeting at 6:25 PM. Her arrival constituted a quorum and the Commission Members then voted on the Agenda and Minutes, hence nonconformity of the Agenda as posted.

I. CALL TO ORDER

The regular monthly Library Commission Meeting was held at City Hall on April 13, 2015. Frances Thomas called the meeting to order at 6:02 p.m.

II. ANNOUNCEMENTS

Commissioner Stilwell stated the name tags were delivered which she gave to Frances along with a copy of the invoice for her records. Commissioner Stilwell also gave Frances a vendor letter from the Special Events Committee along with a brochure of their events planned for this year. She also reminded the members that someone from the Commission needs to appear at the Board of Commissioners' meetings to give the monthly report. She further advised the members if anyone was going to miss a meeting, an email must be sent to Frances with copies to everyone on the Commission advising of their absence.

Commissioner Stilwell purchased a children's book, *George the Library Duck Finds a Friend*, by a Wilmington author, which she donated to Library Commission for the children's library. The pictures in the book were drawn by children from local schools.

Commissioner Stilwell reminded the Commission that when they are at the Book Fair, to make a wish list of books they would like to see in the library and discuss at the next meeting which books they would like to purchase with the funds remaining in the Library Commission budget.

Nancy Allen arrived at 6:25 PM

III. APPROVAL OF AGENDA

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

Motion Carried: 3 - 0

IV. APPROVAL OF MINUTES

A Motion was made by Nancy Allen and seconded by Joan Roberts to approve the minutes. After a brief discussion, the Commission requested removal of the residents' names who requested the return of their donated books.

A motion was made by Joan Roberts and seconded by Nancy Allen to accept the March 9, 2015 minutes as amended.

Motion Carried: 3 – 0

Commissioner Stilwell went over her announcements with Nancy Allen

V. OLD BUSINESS

a. Book Fair

Nancy Allen advised the State Port Pilot would not feature an article about the Boiling Spring Lakes Library Commission Book Fair at Barnes and Noble because they did not want to promote an event where only a portion of the funds raised would go to the Library Commission. The Commission discussed at length other local newspapers that may feature their events and purchasing ad space in the State Port Pilot for the Book Fair event which can be paid out of the Library Commission budget.

A Motion was made by Joan Roberts and seconded by Nancy Allen to purchase ad space in the State Port Pilot for the Book Fair event.

Motion Carried: 3 – 0

Nancy Allen also stated she will be creating an event on Facebook for the Book Fair which will go to all who have “liked” the page and she will ask if they would share the event. Nancy will look into the ability to do a Facebook paid push and what the cost would be for future

events. She visited the local businesses and placed posters for the event at Banana Boat Landing, the Brunswick Store and the Community Center. She will also visit a few more businesses as well as the Police Department. The Commission discussed laminating the larger posters and Commissioner Stilwell will ask Jim Nicholas what the requirements would be to post them around City streets. Nancy Allen requested notice be put on the City's electronic sign.

b. Venus Fly Trap / Book Logo

Tammy Sollenberger had provided to the Commission Members a picture of the logo she had created but because she was not present at the meeting, the matter was tabled until next month.

c. Shelf Sponsorship

Shelf Sponsorship is handled by Donna Morgan who was not present at the meeting. The matter has been tabled until next month.

d. Children's Library

Joan Roberts sorted through the children's books at the Community Center. Her daughter, who is a pre-school major, prepared a list of books that would be found in a children's library. The Commission met with Mary Green and discussed what was needed at the Community Center with respect to books. Frances researched a library cart for the books at the Community Center and found that they cost approximately \$250 to \$300. This cart is a real library cart and has "V" shaped shelves which hold the books well during transportation. The members discussed a kitchen type of cart but thought that type of cart may not hold up with it being transported by the Community Center for summer camp. Commissioner Stilwell reminded the members that a library cart could be purchased with the funds remaining in the budget. The Commission members also discussed purchasing books with the remaining funds. Frances discussed the donation of books with the members and the need for excellent condition, recent edition books to bring the library up to date.

e. Spring Fling Event & Survey for Raffle at Spring Fling Event

Commissioner Stilwell stated her tent was not usable and Joan Roberts and Nancy Allen stated they would find a tent. She also recommended the members contact Allison at the Police Department to borrow one of their tables. Commissioner Stilwell suggested having a bowl of mints or candy for visitors, make signs for the tent from hard poster board with the Commission's name, a sign for the raffle and also a sign with the Mission Statement. Donna Morgan created a survey for the raffle for this event which was short, precise and will gather valuable information. Nancy suggested creating and giving out bookmarks to visitors. Nancy volunteered to make the bookmarks and Joan volunteered to laminate them. Commissioner Stilwell suggested if there were any good condition books stored upstairs at City Hall, to consider raffling some of them at the event. She also reminded the Commission to get the tickets for the raffle which could be purchased at Wal-Mart and will provide the Committee with some raffle prizes.

f. The Little Library at Muse Park

Donna Morgan provided via email a document with her findings about The Little Library but because she was not present at the meeting, the matter has been tabled until next month.

g. Fiscal Year 2015 – 2016 Budget

Commissioner Stilwell asked for Frances and any other members of the Commission to appear at the BOC budget meeting on Thursday at 10 AM to be available to answer any questions the Board may have about the budget request. She asked Frances to make a list of everything needed need for the library such as the previously discussed shelving, books, library cart and supplies. Commission Stilwell reiterated that the funds in the Library Commission budget will be there until June 30th only. If given a new budget from the BOC, that budget money will be available on July 1st. She suggested the Commission put together a list of items they need and discuss the purchases at the next meeting.

VI. NEW BUSINESS

None.

VII. PUBLIC COMMENT

Bischoff Bush, a resident of Boiling Spring Lakes who attended this meeting as well as the previous meeting, had a few suggestions. She thought if the Commission purchased the items on their list before the end of the fiscal year, it would put them ahead for next year's budget. She also thought the Board of Commissioners may ask why they are requesting the amount they are seeking for the budget when they had not spent what they already had. Commissioner Stilwell explained this was a newly formed committee and had not yet had time to make purchases with the money in the budget. Bischoff also suggested having a donation jar at the Spring Fling event and if there were books the library cannot use because of condition or age, to set them out as free books...give a donation, choose a free book. Her last suggestion was to put out a sign for the Book Fair event at the Spring Bicycle Ride. The Committee members thanked Bischoff for her great suggestions.

VIII. NEXT MEETING AGENDA ITEM

Venus Fly Trap / Book Logo
Shelf Sponsorship
The Little Library at Muse Park
Photo of the Library Commission

VIII. ADJOURNMENT

A Motion was made by Joan Roberts and seconded by Nancy Allen to adjourn the meeting at 7:34 PM.

Motion Carried: 3 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant