



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

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

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## **Library Commission Meeting Minutes May 11, 2015 6:00 P.M.**

**ATTENDANCE:** Frances Thomas, Chairman, Nancy Allen, Tammy Sollenberger

**ABSENT:** Donna Morgan (excused), Joan Roberts (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 May 11, 2015. Chairman Frances Thomas called the meeting to order at 6:03 p.m.

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

The following Old Business topics were tabled until all Commission Members could be present: c. Venus Fly Trap / Book Logo; d. Shelf Sponsorship; e. The Little Library at Muse Park; and h. Photo of the Library Commission.

A Motion was made by Nancy Allen and seconded by Tammy Sollenberger to approve the agenda as amended hereinabove.

**Motion Carried: 3 - 0**

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

A motion was made by Tammy Sollenberger and seconded by Nancy Allen to accept the April 13, 2015 minutes as written.

**Motion Carried: 3 - 0**

#### **IV. ANNOUNCEMENTS:**

Commissioner Stilwell met with Heather Woody, the Librarian at South Brunswick High School and gave her information about the Boiling Spring Lakes Library Commission. She was shown the rolling carts at the library and will provide that information later in the meeting.

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

##### **a. Book Fair**

Frances Thomas called Barnes and Noble for the results of the book fair but was advised the numbers will be not available until the 15<sup>th</sup>. Commissioner Stilwell commended the Commission on the success of the book fair. She purchased two books from Barnes and Noble and will donate them to the children's library: a Beatrix Potter book and Anne of Green Gables. She also purchased a Tess Gerritsen book, which will be a new author for the library. Tammy Sollenberger also purchased children and adult books from Barnes and Noble and will donate them to the library.

##### **b. Spring Fling**

The Commission discussed the email Frances provided which had the results from the Spring Fling event. There were 49 surveys filled out: 42 surveys stated that that the library was very important, 5 stated it was important and 2 stated it was somewhat important. Bischon Bush, a resident who volunteered her time at the event, made sure surveys were filled out. Frances thanked Donna and Nancy for creating the short survey and all the members for their help and support with the event. Tammy Sollenberger stated they raised awareness of the library as there were some residents that did not know there was a library. Book sales and donations raised \$35.71. Commissioner Stilwell recommended the Commission consider doing a city wide survey in the future. Nancy suggested some ideas for the new survey.

**c. Venus Fly Trap / Book logo:** tabled to the June meeting.

**d. Shelf Sponsorship:** tabled to the June meeting.

**e. The Little Library at Muse Park:** tabled to the June meeting.

##### **f. Children's Library**

Commissioner Stilwell advised that as of June, Mary Green will need the room where the children's books are located for storage. Commissioner Stilwell spoke with Heather Woody, the librarian at South Brunswick High School, who showed her their library carts and gave her the name of the source where the carts were purchased which was Demco. Commissioner Stilwell stated Mary Green was excited to hear the Commission would be purchasing a cart for the children's books which she will keep in the big room which can be moved around when necessary. Frances advised the cost of a library cart from School Outfitters was approximately \$250 to \$300. Commissioner Stilwell thought a catering-type cart instead of an actual library

cart could be used and would be less expensive. The Commission also discussed rotation of the Parks and Recreation and City library children's books which may create confusion as they will be stamped with each location. Commissioner Stilwell urged the Commission to make a decision as to what their plan will be for the children's books at each location.

A Motion was made by Nancy Allen and seconded by Tammy Sollenberger for the Library Commission to purchase a cart for the children's library at the Community Center. Nancy Allen volunteered to research a cart to purchase. Frances Thomas will donate baskets to hold the books on the cart and Nancy Allen may also have baskets to donate.

**Motion Carried: 3 - 0**

Commissioner Stilwell suggested the Commission look in Sam's Club for the cart as the City has a store card. Commissioner Stilwell will ask Mary Green to advise when the books will be removed from the closet. The Commission discussed whether to continue to provide paperback books in the library. Trade paperbacks will be available but mass market paperbacks will be discussed and voted on at the next meeting.

**g. Remaining Budget Funds**

The members discussed the type of stamp they wished to purchase and the wording for the stamp. The cart for the Community Center was previously discussed at this meeting. Any remaining funds after the purchase of the cart and stamp, the Commission wished to purchase books for the library.

A Motion was made by Tammy Sollenberger and seconded by Nancy Allen to use the remaining funds in the budget to purchase the cart for the Community Center children's library, a stamp and any remaining funds to be used to purchase books for the library.

**Motion Carried 3 - 0**

**h. Photo of the Library Commission:** tabled to the June meeting.

**VI. NEW BUSINESS**

**a. Library Stamp Purchase**

The Commission discussed previously at this meeting the purchase of a stamp (see g. Remaining Budget Funds) to stamp all of the books in the library with the City's name and Library Commission notation: City of Boiling Spring Lakes Library Commission.

**b. Amazon Smile**

Tammy Sollenberger provided information about fundraising with Amazon Smile where donations of .5% of eligible purchases are made to charitable organizations when purchases are

made through Amazon Smile. Commissioner Stilwell asked Tammy to obtain the participation agreement which she will provide to Jeff Repp to review.

**c. Public Wish List**

Tammy Sollenberger wanted to create a wish list of books the library wanted to attain via donations. Commissioner Stilwell suggested creating a general survey to poll the residents and find out what they would like to see in the library. She advised Parks and Recreation just recently polled residents with a survey and received great results. Commissioner Stilwell suggested the members jot down questions they would like to see on the survey and provide them to Frances. She suggested setting a month to put out the survey and to start compiling the questions soon. Frances liked the idea of having a list next to the sign out book so residents could advise what authors or genres of books they would like to see in the library.

**d. New Shelving**

Frances Thomas visualizes shelving in the back corner of the library. Commissioner Stilwell stated if the Commission could not find a bookshelf to purchase at a reasonable price, her husband could build the shelving for the Commission and he may have some materials for the shelving which would be a cost savings. Commissioner Stilwell suggested the members keep their eye out for bookshelves at yard sales or thrift stores.

**e. Book Scanner (for book values)**

Tammy Sollenberger advised there were apps for smart phones where a bar code can be scanned and the value of the book provided. Nancy worked with book scanners in the past and advised they only provide the price books are being sold on websites such as Amazon or Alibris. Commissioner Stilwell did not feel the Commission should be looking into the value of donated books because the Commission cannot go into the bookselling business but if a valuable book were donated, they could consider using it as a raffle prize.

**f. Fundraising ideas**

The Commission discussed upcoming events where the Library Commission could set up another book sale but Commissioner Stilwell suggested they have their own fundraiser. Commissioner Stilwell suggested having something such as a “Welcome to the Library Day” as an introduction to the library and provide snacks, story time, raffles and a donation jar. Nancy suggested when they establish the children’s library to have a grand reopening type event to announce the new section. The members also discussed the feasibility of obtaining space at the farmer’s market across the street to host a book sale. Commissioner Stilwell also suggested having a 5K run/walk which is inexpensive to host and could raise a lot of money for the Commission.

**VII. PUBLIC COMMENT:** None.

## **VIII. NEXT MEETING AGENDA ITEMS**

Venus Fly Trap / Book Logo  
Shelf Sponsorship  
The Little Library at Muse Park  
Photo of the Library Commission  
Paperback book discussion  
Mission Statement  
Vendor space at farmer's market

## **IX. ADJOURNMENT**

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

**Motion Carried: 3 – 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant