



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Meeting Minutes

August 10, 2015

6:00 P.M.

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

COMMISSIONER LIAISON: Mary Stilwell (absent); David Putnam (attending)

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

The regular monthly Library Commission Meeting was held at City Hall on August 10, 2015. Chairman Frances Thomas called the meeting to order at 6:01 p.m.

II. APPROVAL OF AGENDA

Nancy Allen requested to add to the Agenda under Old Business, d. Book donations.

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

Vote 4 – 0

III. APPROVAL OF MINUTES

A motion was made by Nancy Allen and seconded by Donna Morgan to accept the July 13, 2015 minutes as written.

Vote 4 – 0

IV. PUBLIC COMMENTS ~ none

V. OLD BUSINESS

a. Shelf Sponsorship labels

Frances Thomas stated she had the labels for the Shelf Sponsorships along with 10 plastic holders. The members discussed the need for section labels too and stated the sponsorship labels and the section labels can be the same type. Donna Morgan spoke with a few people about shelf sponsorship but has not had anyone sign up yet. Nancy reminded the members they are a new committee and to give themselves time to raise funds. Donna had a list of media outlets where the Commission could perhaps advertise book events and fundraising events.

b. Banner

Nancy Allen received a quote of \$30 for re-lettering and adding the logo to the banner. Nancy asked Pamela to provide her with a copy of the logo.

A Motion was made by Nancy Allen and seconded by Donna Morgan to have the banner re-lettered and the logo added.

Vote: 4 - 0

c. Barnes and Noble book purchases

Frances Thomas brought in the books the commission members purchased with the book credits at Barnes and Noble. Frances Thomas figured out what the \$10 price difference was and provided Nancy with reimbursement. Frances chose three to four books and Donna and Nancy chose the remaining books.

Frances stated that there will be a discussion at the September meeting about book purchases without prior discussion.

d. Book donations

Nancy spoke with all people who had contacted City Hall or the Commission about donating books. Nancy discussed clarification of what books the Commission will accept for the library and for selling at book events and felt that there should be clear policy about what they will and will not accept. Nancy's concern was accepting items that could not be sold and then the members would be burdened with donating or disposing of the items. The members discussed at length some policy ideas: accepting books from 2010 and newer; hardbacks and trade paperbacks only, no magazines, pamphlets or religious texts, clear explanation to the donor when donating books there is an understanding that the donated books belong to the Library Commission and can be sold if they are not needed (duplicates) or do not fall within the guidelines noted above. Nancy volunteered to draft the policy and asked that it be added to the September Agenda for discussion and vote. Tammy Sollenberger requested that the policy be revisited in the future for reconsideration of the guidelines.

VI. NEW BUSINESS

a. Posters/flyers for Farmer's market book sale events

Donna Morgan suggested providing bookmarks with the Library information and logo to give with the book sales. Nancy mentioned she had cardstock for the bookmarks. Tammy plans to start the book sale events this Friday, weather permitting.

VII. ANNOUNCEMENTS

Frances Thomas announced that she will begin teaching soon and asked if any of the other members wished to chair the committee. The members expressed their wish that Frances remain as Chairperson and stated they would assist Frances with whatever she could not handle.

VIII. NEXT MEETING AGENDA ITEMS

Book Donation Policy
Funds Raised by Commission*

Set amount for purchases without discussion/vote
Rotation of Books
Fall and Winter Events

*Discussion: Donna Morgan spoke with someone at Sun Trust Bank about a benevolent account. Her concern was that if the Commission did not spend all of the funds raised by the end of the fiscal year, it would get turned back into the general fund and the Commission would never be able to accumulate funds to expand and grow the library. Commissioner Putnam suggested the Commission speak with the City Manager about this topic and he will speak with Commissioner Stilwell also.

IX. ADJOURNMENT

A Motion was made by Nancy Allen and seconded by Donna Morgan to adjourn the meeting at 7:13 PM.

Vote 4 - 0

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant