



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Meeting Minutes September 14, 2015 6:00 P.M.

ATTENDANCE: Frances Thomas, Chairman, Nancy Allen, Donna Morgan,
Bonnie Porter Keyes

ABSENT: Tammy Sollenberger, (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 September 14, 2015 and was called to order by Chairman Frances Thomas at 6:01 p.m.

II. APPROVAL OF AGENDA

A motion was made by Nancy Allen and seconded by Donna Morgan to approve the agenda as written

Vote: 4 - 0

III. APPROVAL OF MINUTES

A motion was made by Nancy Allen and seconded by Donna Morgan to accept the August 10, 2015 minutes as written.

Vote: 4 - 0

IV. PUBLIC COMMENT ~ none.

V. OLD BUSINESS

a. Book Donation Policy

Nancy Allen prepared the book policy as per the discussion from the previous meeting. Nancy will place the Book Donation Policy on Facebook along with pictures demonstrating the type of books they accept: hardback, trade paperback along with a picture of a mass market paperback to show differentiation between trade and mass market books. Following is the policy:

BSL Library Book Donations

Please call or email the BSL City Hall and they will forward the information to a member of the Library Commission who will contact the donor. Please do not drop off any unsolicited materials to the library.

Due to limited space, we would prefer books from 2010 or later, hardback or trade paperback only. We will not accept magazines, pamphlets, religious texts or “mass market” paperbacks (smaller 4” x 7” editions).

We will accept softcover Children’s books in good condition.

Once a book is donated, it becomes property of the Library and may be sold or donated as decided by the Library Commission.

A Motion was made by Donna Morgan and seconded by Bonnie Keyes to accept the Book Donation Policy as written.

Vote: 4 – 0

Nancy asked if the Commission can provide receipts for donations. Donna Morgan will create a receipt and provide it to the members.

b. Funds raised by Commission (bank account)

Donna Morgan spoke about her concern that any funds raised by this Commission must be spent by the end of the fiscal year because it is a revenue line item. There would be no way the Commission could save money toward the goal of the City having a large library if required to spend the money by the end of the fiscal year. The City Manager does not want the funds as a capital line item which would allow the funds to roll from year to year. Donna’s proposal is to open what is called a benevolence account with NewBridge Bank where the Commission could hold their funds attained by donations or contributions and not be required to spend the money by the end of the fiscal year. There are two signatories required and the only cost would be if checks were ordered. The downside is the account needs a tax identification number and a postcard would have to be filed every year. Commissioner Stilwell stated that this must be discussed with Jeff Repp. She also suggested asking the Board of Commissioners if they would

allow the Commission to have the bank account. Commissioner Stilwell felt that any funds raised by the Commission should stay with the commission to attain their goals. Donna Morgan offered to speak with Jeff Repp to ask for permission to open the benevolence bank account or to keep the donated funds as a capital line item. The Commission would take care to keep good bookkeeping records about shelf donations and would provide the City with copies of the bank statements for audit purposes. The tax identification number can be the City's tax identification number or the Commission can get its own.

c. Book Sale event update

Frances Thomas spoke with Tammy while she was holding a book sale event at the Farmer's Market one Friday. Tammy had not sold any of the books she brought with her.

Donna suggested using the spin cart to put books they would like to sell in the lobby at City Hall and will ask the City Manager if this would be an option. Donna will also inquire if they could hold book sale events inside City Hall every 6 months or so. Commissioner Stilwell noted that the Commission does not have to go into the book selling business and can donate unwanted books but suggested keeping some books for events such as Spring Fling.

d. Paperback books

The Commission members will go through the paperback books and keep what they want to rotate with the Little Free Library.

VI. NEW BUSINESS

a. Welcome New Member

The members welcomed Bonnie Keyes to the Commission and asked her to tell a little bit about herself. Bonnie was a Southport Police Officer and a Deputy with the Brunswick County Sheriff's Office from which she has retired. In high school she was President of the Library Club and at one time had entertained studying Library Science.

b. Set amount for purchases without discussion/vote

Frances wanted the members to have the ability to purchase books and/or supplies for the Library without having to wait and vote at the next meeting. Commissioner Stilwell suggested they vote and to set an approximate amount.

A Motion was made by Nancy Allen and seconded by Donna Morgan to allow each individual member, without having to contact each other, to make purchases up to \$30 of books, supplies, and/or other incidentals that would benefit the Library.

Commissioner Stilwell suggested the members keep an accounting of what was spent, to discuss the purchases at each meeting and discuss a running total of what was left in the budget

after the purchases. She further suggested adding to the Agenda each month under New Business, Expenditures.

Miscellaneous Discussion: Bonnie Keyes inquired what the Little Free Library was and the members explained the concept of the Little Free Library and their adoption of the box.

Commissioner Stilwell inquired if anyone had an update on the children's library at the Community Center. She advised the members Anita Dwyer was no longer working for the City, that a new person will be hired soon and that they should get in touch with the new person to establish a relationship. Nancy Allen suggested having story time at the after school program.

c. Rotation of books

The members decided at a previous meeting that they would date and stamp the new or currently donated books so they would know which to rotate out of the library. Commissioner Stilwell suggested if there were books that were part of the series, to keep the series together. Nancy suggested the members get together to go through the books in the library to finish stamping and determine which books can be rotated out.

d. Fall and Winter Events

Nancy suggested the Commission create a scene for the Haunted Hayride event. Commissioner Stilwell explained what the event is about. Frances stated she was not interested in participating in the event but Donna was happy to help with creating the scene. Bonnie stated she was interested in helping. Nancy had an idea of a big book and something coming out of the book which she has built before.

The winter events are Breakfast with Santa at the Community Center, Santa's Arrival on the Fire Truck and the Annual Christmas Tree Lighting at City Hall. Commissioner Stilwell suggested the Library Commission could have story time at the tree lighting event and to contact Michelle at Special Events if they were interested in participating.

Tammy Sollenberger called in to meeting at 6:57 PM to participate on the next Agenda item.

e. Candidates' Forum

Commissioner Stilwell explained how the Candidates' Forum was run in the past. It is a service provided to the citizens of Boiling Spring Lakes of those people who are running for office. The Commission would not be taking sides, not choosing candidates, not being biased but would be providing a service. It is run in such a way that it does not hurt the candidates or the City. The Commission would allow each candidate to speak for certain amount of time and then after all have spoken, citizens can speak one-on-one with each candidate at their individual tables. The Commission is there make sure the tables are set up, to introduce the candidates and to open and close the doors. Commissioner Stilwell advised there were 6 people running for office: 3 for commissioner and 3 for mayor. The event could be held at City Hall but the

Library Commission would have to ask permission from Jeff Repp to use the building. Frances recalled a forum being held at the Community Center and Commissioner Stilwell stated when she held them with the Special Events Committee, they were at the church next door. Commissioner Stilwell stated she held the event on two nights to enable people to attend either of the nights and that they were both very well attended. The forum can be held from 6 PM until about 8 PM and the members would introduce each candidate.

Three of the members of the Committee stated they would be publically supporting the candidate of their choice and a few of the members were very concerned about some of the public's behavior as witnessed at some BOC meetings and the Commission's name being linked to a meeting that could turn volatile. Commissioner Stilwell thought they should probably recuse themselves from hosting the event.

Donna moved that the Commission vote yay to host the candidates' forum or nay to not host it and the Commission voted by roll call:

Donna Morgan: Nay
Nancy Allen: Nay
Bonnie Keyes: Nay
Frances Thomas: Nay

Tammy Sollenberger's vote was Nay although it cannot be counted because she was not physically present and there was no policy in place to allow the vote by conference call.

Unanimous vote of 4 – 0 to not host the candidates' forum.

Tammy Sollenberger left the conversation.

VII. ANNOUNCEMENTS

Commissioner Stilwell announced this Saturday will be the 9/11 Memorial Bike Run, held at the BSL Fire Department. Registration starts at 9:30 and the motorcycles leave at 10:30. There will be prizes and food.

Also on Saturday is the Warrior Ride Bicycle Safety Rodeo held in the City Hall parking lot from 9:00 am to 1:00 pm in conjunction with the BSL Police Department and Commissioner Putnam. Bicycle helmets will be given away to the first 100 children as well as some bicycle giveaways. There will be a bicycle clinic to fix any bicycles along with a bicycle rodeo ride.

Donna Morgan mentioned there will be a concert Friday night at Spring Lake Park. The Hired Hands will be playing.

VIII. NEXT MEETING AGENDA ITEMS

Old Business: Funds raised by the Commission (bank account)
Book Donation Policy – follow-up

Haunted Hayride scene

New Business: Expenditures

IX. ADJOURNMENT

A Motion was made by Nancy Allen and seconded by Bonnie Keyes to adjourn the meeting at 7:25 PM.

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Respectfully submitted,

Pamela Bellina
Administrative Assistant