



City of Boiling Spring Lakes

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

Library Commission Meeting Minutes October 10, 2016 6:00 P.M.

ATTENDANCE ~ Frances Thomas, Chairman, Donna Morgan, Co-Chair,
Tammy Sollenberger, Bonnie Porter Keyes, Sherrie Kuzian (late)

COMMISSIONER LIAISON: Mary Stilwell

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

The regular monthly meeting of the Library Commission was called to order by Chairman Frances Thomas at 6:03 p.m.

II. APPROVAL OF AGENDA

Tammy Sollenberger requested to add to the agenda, New Business, c., Fall Festival and to move Family Fun & Safety Event to be heard last under Old Business since there was a lot to discuss about the event.

Donna Morgan requested to add to the agenda, New Business, d. Donation Policy.

A Motion was made by Donna Morgan and seconded by Bonnie Keyes to approve the agenda as amended above.

Vote: 4 - 0

III. APPROVAL OF MINUTES

A motion was made by Tammy Sollenberger and seconded by Donna Morgan to accept the August 4, 2016 and September 12, 2016 minutes as written.

Vote: 4 - 0

IV. PUBLIC COMMENT ~ none.

V. OLD BUSINESS

a. Meet the Author Event with Frank Amoroso ~ recap

Donna thought Monday night may not be a good night to have the Meet the Author events. The members discussed which night they thought might be better and decided to hold them on a Thursday night.

Commissioner Stilwell advised the *State Port Pilot* has a new reporter, Sara Wilson, covering Boiling Spring Lakes and suggested speaking with her about the Library's upcoming events.

b. Future Meet the Author events (Howie Franklin)

Frances advised she tried to get a date this year for Howie Franklin; however, his schedule was hectic. The members discussed dates in January and February: 1/19, 1/26, 2/16 or 2/23 and Frances will confirm a date with Mr. Franklin.

c. Special Events' Tree Lighting/Ride with Santa Event ~ December 3, 2016

Tammy spoke with Michelle Hennessy about the Library Commission participating at the tree lighting/ride with Santa event to host story time. Tammy had suggested Donna's idea to Michelle that numbers be given to parents for pictures with Santa so the children will not be stuck waiting in line for pictures when they could be making crafts or listening to story time. Michelle thought it was a great idea. Tammy will follow up with Michelle in November about the event.

d. Little Free Library ~ recap/update

Frances noted the Little Free Library has been relocated to the front of the Police Department. Tammy advised that before Hurricane Matthew hit, she put the books in plastic bags so they would not get wet. Commissioner Stilwell said she will donate zipper bags for the books so they can be kept dry anytime there is rain. Tammy further mentioned there is a screw sticking out of the door. Commissioner Stilwell asked Pamela to inform Ernie that the screw needs to be removed, the box should be caulked to prevent water from getting inside and maybe a hinge can be installed that will hold the door open while selecting a book.

e. Family Fun and Safety Event ~ November 12, 2016

Frances spoke with Allison at the Police Department and reserved tables and chairs. Lt. Rick Spencer advised he is working on having someone from NC Wildlife speak on gun/hunting safety, hopes to have someone speak about water safety, bike safety and internet safety. Commissioner Stilwell suggested they also speak about phone scammers. Donna created the flyer for the event and will change "Fest" to Festival. Commissioner Stilwell suggested inviting the other committees to join the event. Donna will contact Ann Hollingsworth, Tammy will contact Michelle Hennessy and Commissioner Stilwell will speak with the Parks & Recreation Advisory Board so they can speak about the dog park.

Sherrie Kuzian arrived at 6:30.

Donna was tasked with contacting the Fire Department, JROTC and VFW. She was told by the Fire Department they would not be able to participate; however, Commissioner Stilwell was advised they will participate and suggested Donna speak with the new Assistant Fire Chief Theresa Tickle and FF Tony Baker. Donna left several messages for Colonel Blue of the JROTC but has not gotten a return call. Commissioner Stilwell will speak with Colonel Blue about their participation. Donna advised the VFW Auxiliary will be happy to sell food at the event. Donna will ask them to also set up a table/tent to provide information about the VFW.

Tammy was tasked with speaking with EMS who said they may attend but if they get a call, they will have to leave.

Commissioner Stilwell spoke with Todd Coring who will have clowns available. She also would like to speak with him about the County EMS participation. Randy Sadewater has confirmed his attendance and will bring all of his equipment; however, his fee is \$150 so the members would have to re-vote the expenditure if they were in agreement.

A Motion was made by Bonnie Keyes and seconded by Sherrie Kuzian to change the expenditure from \$125 to \$150 for Randy Sadewater.

Vote: 5 – 0

Donna will create a spreadsheet for the event which will have each vendor and what their presentation will be. Donna will also speak with Sylvia at First Baptist for the use of their parking lot.

Bonnie spoke with the Sheriff's Office who will bring McGruff the Crime Dog along with some literature and will check on having a K-9 unit available. The Coast Guard will attend and will be bringing a boat.

The members will hold a workshop on October 30th at Commissioner Stilwell's house. Commissioner Stilwell recommended confirming with each vendor prior to the workshop their definite participation. She also reminded Frances to speak about the event at the November BOC meeting and to invite the Mayor and Board of Commissioners to attend. She further suggested getting the flyers out by October 21st. The members decided they would also set up a table for book sales at the event.

VI. NEW BUSINESS

a. Expenditures

Bonnie found a few books on safety for the event and will purchase them soon. She ordered the canopy and weights which were \$119.54 and included shipping and tax. Donna has not yet purchased the bulletin board but will be doing so shortly. Tammy suggested purchasing new books for the library and not wait until the end of the fiscal year as they did last year. Commissioner

Stilwell thought they should concentrate on library awareness and use their money to raise awareness of the library. The members discussed the latest books/authors in fiction to purchase. Bonnie suggesting asking the new reporter at the *State Port Pilot* to do an article similar to the one that was done about Ann Hollingsworth however it be about the committee. The members then discussed advertising for their Meet the Author events and decided they would take pictures and submit them to the newspaper so they can do an article.

Sherrie Kuzian had an emergency and left the meeting at 7:10 PM.

b. Next Book Sale Event

The members decided their next book sale event would be at the November Family Fun & Safety Event. They will have one table for books and the other table for awareness. Tammy will go through the books upstairs at City hall and get them ready for sale.

c. Special Events' Fall Festival

Tammy spoke with Michelle Hennessy, Chairperson of Special Events, who asked if the committee wanted to do a scene at the Haunted Hayride. Commissioner Stilwell explained the event to the members and asked them to think about it for next year as the commission felt there was not enough time to discuss/prepare for this year's event.

d. Donation Policy

Donna created a donation policy to be featured on the Library Commission's webpage a copy of which she provided to the members. She created the policy from other library donation policies. Donna had asked Pamela to provide a copy of the donation policy to the City Manager which she did and was waiting on his feedback.

VII. ANNOUNCEMENTS

Commissioner Stilwell announced the BSL Garden Club will be meeting on Thursday 10/13 at 10:00 to discuss their upcoming programs. Friday is the deadline for voter registration. There will be a candidates' forum on Wednesday 10/19 in Leland for all candidates at the new Town Hall. Early voting starts next Wednesday at the senior center in Southport. Special Events' Fall Festival / Haunted Hayride will be on 10/22 at the Community Center. There will be another candidates' forum on 10/25 at 6:30 PM at the Odell Williamson Auditorium. The CIS Gala is on 10/27. Trunk or Treat will be on 10/31 at Spring Lake Park.

Tammy advised early voting at Oak Island Rec Center usually does not have a long wait.

VIII. NEXT MEETING AGENDA ITEMS

Expenditures
Family Fun & Safety Event ~ recap
Meet the Author with Howie Franklin

Special Events' Tree Lighting/Ride with Santa
Book purchases

IX. ADJOURNMENT

A Motion was made by Donna Morgan and seconded by Tammy Sollenberger to adjourn the meeting at 7:52 PM.

Vote: 4 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant