



City of Boiling Spring Lakes

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

Library Commission Meeting Minutes

December 12, 2016

6:00 P.M.

City Hall

ATTENDANCE: Donna Morgan, Co-Chair, Tammy Sollenberger,
Bonnie Porter Keyes, Sherrie Kuzian,

ABSENT: Frances Thomas (excused)

COMMISSIONER LIAISON: Mary Stilwell (late)

STAFF: Pamela Bellina, Administrative Assistant

ALSO IN ATTENDANCE: John Thomas, Resident and Corporal with the Boiling Spring Lakes
Police Department

I. CALL TO ORDER

The regular monthly meeting of the Library Commission was called to order by Co-Chair Donna Morgan at 5:58 p.m.

II. APPROVAL OF AGENDA

A Motion was made by Sherrie Kuzian and seconded by Bonnie Keyes to approve the agenda as written.

Vote: 4 - 0

III. APPROVAL OF MINUTES

A motion was made by Tammy Sollenberger and seconded by Sherrie Kuzian to accept the November 14, 2016 minutes as written.

Vote: 4 - 0

IV. PUBLIC COMMENT ~ none.

V. OLD BUSINESS

a. Story Time @ Special Events' Christmas Festival ~ recap

The members agreed that most of the children at the Christmas Festival were very excited to have their picture taken with Santa and had bypassed Story Time but there were some children who stopped and listened to some of the stories being read. Corporal John Thomas suggested that Santa and the rest of the event all take place in one area. The members heard that next year the event will take place at the Baptist Church next door as they have the space to accommodate the whole event.

b. Books upstairs at City Hall / Storage Rental Unit

Sherrie recapped that the BOC did give permission for the rental of a storage unit for the Library Commission to store books. Sherrie advised there is only one climate controlled storage unit available at the storage business by the Old Brunswick Store and she is not sure how long it will be available. Until the members know whether they will receive the very large donation of books discussed at the last meeting, they will not know whether they will need the storage unit.

Commissioner Stilwell arrived at 6:08 PM

Tammy suggested taking the books that have been upstairs at City Hall for years and donate them to a few of the local thrift stores. Donna suggested they hold off this discussion until New Business, a. Thriftbooks Library Program is discussed.

c. Book sale in January

Donna suggested also discussing this topic under New Business, a. Thriftbooks Library Program. Tammy would like to go through the books in the library, verify and update the inventory and pull any books that are from the year 2000. However, if the Commission does receive the large donation of books, many more books can be pulled.

Commissioner Stilwell advised the members that the gentleman who has the large donation of books will have his family choose whatever books they want before he makes the donation so she is unsure just how many books the committee will receive. Tammy asked Commissioner Stilwell what kind of assistance they can get to help box and transport the books. Commissioner Stilwell did not know and suggested waiting until they knew how many books they will be receiving. Corporal Thomas will ask permission for use of the Police Department's trailer but he would only be able to help a few hours. He suggested the committee rent a truck so they can move all of the books at one time instead of going back and forth with whatever vehicles they can get.

d. Rescind \$30 purchase allowance motion

Commissioner Stilwell explained to Donna this topic was brought up at the last meeting because she felt if each member purchased \$30 in books every month, the committee would spend its budget. She suggested instead of individual purchases, the purchases should be discussed as a committee. Donna reminded that the policy has been in place for many months and they have not gone out of bounds and have been very frugal with spending the City's money. The books that

have been purchased have been for events such as the safety event or books of the authors from Meet the Author events. Commissioner Stilwell suggested that the members discuss which books they will be purchasing with each other prior to the purchase. Sherrie offered if the members were not in agreement with a purchase of a book she made, she would just donate the book to the library and Bonnie was in agreement and would do the same. Commissioner Stilwell thought the members need to work as a team and as a committee and she has a problem with individual purchase decisions. Tammy disagrees with the suggestion to rescind the policy and thought it might be a moot point if they receive the large donation of books but she did suggest that maybe the allowance amount could be adjusted and feels as a committee they need to trust each other to work as a committee when they cannot get together. Tammy also suggested if there becomes an issue with spending, the matter can be revisited.

A Motion was made by Sherrie Kuzian and seconded by Bonnie Keyes to leave in place the \$30 monthly allowance for purchases and to revisit the matter should an issue arise.

Vote: 4 - 0

e. Meet the Author Event with Howie Franklin

Donna advised that Frances has set the date for the Meet the Author event for Thursday, February 16th from 6:00 to 8:00 PM. The members will start planning for the event at the January and February meetings. Sherrie advised she will be unable to attend the event as she is scheduled to work.

f. Donation Policy

Donna reviewed with the members the changes made to the donation policy which she drafted back in October and asked Jeff to review. Jeff made a few changes including adding the language about the IRS. Bonnie questioned if money donated at events will require an IRS form and Donna said no but if they request a receipt, they will provide one. Commissioner Stilwell asked Pamela to verify with Jeff and Karen if specifics are needed when people donate money to the library such as name, address, phone number. Sherrie thought that anything under \$25 should not require information which was her understanding when she worked for the Veteran's Administration. Tammy wondered if this would apply to book donations also which Commissioner Stilwell thought it could to any donations but to ask Jeff and Karen. Donna said the members could provide a letter for any donation if requested.

A Motion was made by Sherrie Kuzian and seconded by Bonnie Keyes to adopt the Donation Policy.

Vote: 4 - 0

g. Additional Weights for Tent

Commissioner Stilwell has not yet found any weights at the thrift stores she visited. Corporal Thomas said the Fire Department had filled three-inch PVC pipe with cement and put a hook in the cement to use as a weight which are small enough to be stored with the tent. The

members decided they had time to purchase additional weights since they do not have an event currently that requires its use until April.

VI. NEW BUSINESS

a. Thriftbooks Library Program

Donna provided information about the Thriftbooks Library Program. She gave the example on how the system works: if the committee were to receive 6,000 books from the large donation but only wanted to keep 1,000 of the books, Thriftbooks will send a truck to pick up the 5,000 unwanted books and bring them to their distribution center with shipping costs deducted prior to the 50% commission which is distributed monthly. Thriftbooks processes 500,000 books daily and they waste nothing. They have donated 6,000,000 books to literacy programs. If they cannot use books, they go to pulp mills. They sell their books on major online marketplaces such as Amazon as well as their own site. They donate books to hospitals, prisons and jails so the books do not ever go to waste. Donna said the committee would not make a lot of money but at least unwanted books are not going into the landfill. Donna also said if the committee invests in an ISBN scanner, less money will be deducted from the shipping charges.

Tammy asked about the condition of books and Donna said there are exceptions which are listed in the information packet. Tammy further asked if this would be considered selling books for profit and Donna suggested the proceeds be deposited into the capital fund but Commissioner Stilwell said this would have to be run by Jeff. Donna said there would be out of pocket expenses of buying pallets and shrink wrap for ship the books. Corporal Thomas suggested using the Public Works garage to pallet the books (a requirement by Thriftbooks). That would be the only place large enough to pallet the books and for a forklift.

b. Book Donations

Tammy has processed the two anonymous book donations received this past month and wondered if she should put a thank you in the Letter to the Editor section of the *Southport Pilot*. Also, Ruth Bek, the City's Building Inspector, has donated more audiobooks. The members discussed ideas on how they can display the autographed books donated by the authors to the Library so that they do not go into circulation. Tammy would like to rotate books in the library and the Little Free Library. Tammy brought up the books upstairs at City Hall that date back to the Friends of the Library and it was suggested they put them back into the book sale. Bonnie suggested donating them to the local prison or jail. Corporal Thomas suggested donating them to Sheriff Ingram. Commissioner Stilwell will contact Sheriff Ingram around February to set up the donation which will bring awareness to the Library. Tammy will go through the paperbacks in January and set them aside for donation to Sheriff Ingram.

The Brunswick County Republican Women chose the Boiling Spring Lakes Library as recipient of 10 books purchased by them from the Mamie Eisenhower Library. The books were presented to the Library Commission by Commissioner Stilwell, President; Janet Nutley, Vice President; Mickey Marino, Secretary and Vickie Kelso from the Literacy Program of Brunswick County. The books are proudly displayed in the library. Bonnie will write the thank you note.

c. Book Purchases

There were no books purchased this past month. Frances purchased back one of the Howie Franklin books she purchased last month so the library will have only 1 copy of *Yes, Sir! Mr. President*.

d. Expenditures

Karen Thompson prepared a new expenditure list for the committee. There was a deposit on November 28th of \$60 broken down as follows: \$35 from donations received at the Safety Event and \$25 received from Frances Thomas purchasing back one of the Howie Franklin books. The committee currently has remaining in their budget \$930.88 with expenditures to date of \$269.12. Donna was unsure whether she should still purchase the bulletin board previously voted on but the members agreed she should.

VII. ANNOUNCEMENTS

Bonnie spoke with her contact at the Coast Guard who said they would be interested in attending the Police Department's Small Fry Fishing Tournament at the end of April. Corporal Thomas also mentioned that the Coast Guard has great literature for children which the commission could put in the library.

VIII. NEXT MEETING AGENDA ITEMS

Donation of books / storage rental unit
January book sale
Meet the Author Event with Howie Franklin
Small Fry Fishing Tournament with the Police Department
Fundraising
Book Purchases
Expenditures

IX. ADJOURNMENT

A Motion was made by Sherrie Kuzian and seconded by Tammy Sollenberger to adjourn the meeting at 7:08 PM.

Vote: 4 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant