



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Meeting Minutes February 8, 2016 6:00 P.M.

ATTENDANCE: Frances Thomas, Chairman, Donna Morgan, Co-Chair,
Tammy Sollenberger, Bonnie Porter Keyes

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 6:06 p.m.

II. APPROVAL OF AGENDA

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

Vote: 4 - 0

III. APPROVAL OF MINUTES

A motion was made by Donna Morgan and seconded by Bonnie Keyes to accept the January 11, 2016 minutes as written.

Vote: 4 - 0

IV. PUBLIC COMMENT ~ none.

V. OLD BUSINESS

a. Library Awareness Event (finalize)

Donna Morgan asked if everyone saw the ad in the *State Port Pilot* advertising the Meet the Author event. Although the ad was to be placed on the 10th, the newspaper had also placed it

on the 3rd which the Commission is not being charged for as it was the newspaper's mistake the ad ran twice. The cost of the ad was approximately \$62 and is being billed directly to the City.

Commissioner Stilwell stated she would take care of the food for the event: coffee, punch, water, cakes and cheese and crackers. She will also provide creamers, sugar, forks/spoons and small plates. Commissioner Stilwell also suggested having door prizes at the event and to use the leftover door prizes from the Spring Fling event. She also offered to hand out the tickets for the door prizes and has asked other committees to attend the event. Commissioner Stilwell will be at City Hall at 5:00 PM to start preparing the refreshments for the event and asked the other members to arrive around that time.

b. Library Sign

Donna brought in the Commission's supplies that Nancy Allen, who recently resigned from the Commission, had at her house which included a Demco catalogue. Donna will look through the catalogue and research signs for the library. The members agreed to table this matter to March.

c. Survey

Among the items stored at Nancy's house were the surveys used at the Spring Fling event. Donna felt the survey they used at the event is sufficient for future use and the members agreed.

Donna advised that the *State Port Pilot* will be publishing their insert of local events in the Spring and all information is due by March 1st so any future events the Commission plans on hosting or participating will need to be reported by said date. Tammy mentioned she has been pulling older books from the shelves which can be sold at a book sale event. The Commission tentatively set the date of Thursday, June 23rd from 10 am to 3 PM for a book sale event to be held at City Hall. There will be light refreshments of coffee, sweet tea and cookies.

d. Little Free Library Sign

Donna contacted Donna Mooneyham about her class making a sign for the Free Little Library however she had not heard back from her. Donna will follow up. Matter tabled to March.

e. Wish list book pricing

Tammy provided a long list of popular authors as provided by a friend who shelves books at a local CIS store. The list contained authors of books that she consistently shelved at the store. Donna will research prices for books from the list of authors and will provide same at the next meeting. Donna advised that she and Bonnie heard from residents who attended the Senior Lunch, where they handed out Meet the Author event flyers, they would like to see more biographies and audio books. Donna advised the Friends of the Library for Southport/Oak Island

has many audio books for sale which she can purchase for the BSL library. The members agreed for Donna to purchase some audio books for the library.

f. List of North Carolina Authors

Bonnie was able to produce a very long list of North Carolina authors. Bonnie's friend knows an author who lives in Wilmington who will donate one of his books to the library and may be interested in speaking at a future Meet the Author event. Commissioner Stilwell reminded the members to keep in mind Elayne Bennett who wrote *Daughters in Danger* to speak at an event. Bonnie reminded the members of the author she spoke about at the workshop, K. Robert Campbell, whose books, the Cameron Scott suspense series, she would like to have in the library and requested permission to purchase the books which are approximately \$15 each. He is a lawyer who lives in Southport and Bonnie will find out if he would like to speak at an event.

A Motion was made by Donna Morgan and seconded by Tammy Sollenberger for the Commission members to proceed with purchasing books based on the wish list and the NC authors list and the Commission members are permitted to purchase those books with the knowledge of the other members via email so no duplicate books are purchased.

Vote: 4 - 0

g. Facebook account

Donna Morgan has taken over as administrator of the Facebook page from Nancy Allen and Tammy Sollenberger will be editor/manager of the account. Commissioner Stilwell reminded Donna and Tammy to post frequently to keep the Library's Facebook page current. Donna asked Commissioner Stilwell to please have the Board of Commissioners like the Facebook page.

h. Donated books

Bonnie will send a thank you note to the members of the former BSL Fire Department Ladies' Auxiliary for the books they donated last month. The members asked Bonnie to be the member who writes the thank you notes as her handwriting is beautiful.

Tammy received a bunch of books which were donated to her for the Library. Also Tammy has been working in the library culling older books from the shelves and bringing them upstairs at City Hall to sell at Spring Fling and book sale events.

Donna donated *Uncle Remus – The Complete Tales* by Joel Chandler Harris to the library. Commissioner Stilwell donated *When It Rains on the Mountain* by Bill Carson which she received from Rosemary Stein and *A Land More Kind Than Home* by Wiley Cash, a local NC author.

VI. NEW BUSINESS

a. Appoint new Co-Chair

The Commission members nominated Donna Morgan to be Co-Chair which she accepted.

Vote: 4 – 0

Tammy has agreed to give the report at the Board of Commissioners' meetings if Frances is unable to attend.

b. Expenditures

Donna had expenditures of \$12 for supplies and \$62 for the ad in the *State Port Pilot*.

As discussed at the workshop for the Spring Fling event, Donna researched on Oriental Trading some cute items the members could give away to the children at events such as tattoos, insects which you drop in water and they expand, finger puppets and bug stampers all of which were inexpensive. Donna also found a great deal on lime green bags to use for purchases at book sale events – 500 bags for \$45 with shipping of \$20.13 for a total of \$65.13. Donna also found a great deal on a children's book cart/display for \$128.00.

A Motion was made by Tammy Sollenberger and seconded by Bonnie Keys to purchase the book cart, the giveaways from Oriental Trading at an approximate cost of \$125 +/- and the lime green plastic bags.

Vote 4 - 0

Frances also suggested purchasing another package of bookshelf plastic label holders for the library as there currently were not enough for the shelves.

Donna, as stated previously, will look into the purchase of a library sign. She also suggested purchasing big plastic tubs to store the Library Commission's supplies in upstairs at City Hall and the members were in agreement with the purchase.

Once all of the purchases are made, the members will have a better idea on the dollar figure they can use to purchase books for the library.

c. Safety in meeting with book donors

Frances would like the Committee members to always meet a potential book donor with another member in attendance for safety reasons. Commissioner Stilwell suggested meeting a potential book donor at City Hall during office hours.

d. Book display holders (for autographed books)

Donna will look into pricing of display holders for the autographed books and will report next month.

e. Set date for book shopping day

The members tentatively scheduled March 20th as book shopping day.

VII. ANNOUNCEMENTS

Bonnie stated she heard the Board of Commissioners passed the Library Resolution and Commissioner Stilwell advised it was a unanimous vote.

Commissioner Stilwell asked the members to think of someone who may want to be on the Committee.

VIII. NEXT MEETING AGENDA ITEMS

Library Sign
Little Free Library Sign
Book display holders (for autographed books)
Confirm book shopping day
National Library Week
Expenditures

IX. ADJOURNMENT

A Motion was made by Donna Morgan and seconded by Bonnie Keyes to adjourn the meeting at 7:46 PM.

Vote: 4 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant