



City of Boiling Spring Lakes

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

Library Commission Meeting Minutes

August 4, 2016

11:00 AM

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

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 11:00 AM.

II. APPROVAL OF AGENDA

Frances asked to add to the agenda under New Business, e. Ideas for Library Commission page on City website. Tammy suggested that New Business b. Little Free Library come before a. Book Sale Event update as Lt. Rick Spencer was here to speak about the Little Free Library.

A motion was made by Bonnie Keyes and seconded by Donna Morgan to approve the agenda with the addition and change noted above.

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Sherrie Kuzian and seconded by Donna Morgan to accept the May 9, 2016 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT ~ none.

V. OLD BUSINESS

a. Little Free Library

Lt. Rick Spencer of the Boiling Spring Lakes Police Department advised that the Little Free Library box will be relocated next to the Police Department. The old information box will be removed since it is no longer used and the Little Free Library will be placed in that location. He advised there is a street light next to the box so it will provide light for residents wishing to get a book at night.

Commissioner Stilwell suggested that Pamela put a note on the website that the Little Free Library has been relocated. Frances asked what the next step was to get the box moved and Commissioner Stilwell stated that the City Manager will issue the work order. The members discussed adding a section onto the box for children's books.

b. Book Sale Event update

The members reported proceeds from the book sale of \$112.00. Frances asked the members what they should do with the funds such as deposit in their capital fund, purchase books. Commissioner Stilwell suggested keeping the money as starter money for their fundraising events.

A motion was made by Sherrie Kuzian and seconded by Bonnie Keyes to keep the proceeds from the book sale event as starter money for fundraising events.

Vote: 5 – 0

Donna Morgan offered to hold the cash box at her house in their safe.

VI. NEW BUSINESS

a. Expenditures

Frances spoke with Karen Thompson in the City's Finance Department who advised she will no longer be preparing the excel spreadsheet of the committee's expenditures but will provide a print out of the ledger. Frances hopes to have an expenditure sheet by the next meeting if any budget funds are spent. Frances purchased books for the library with the remaining funds from last year's budget.

The budget for 2016/2017 is \$1,200. Frances purchased two of Howie Franklin's books, *Yes, Sir! Mr. President* for which she will seek reimbursement from this year's budget. One of the books is autographed by Mr. Franklin which will be displayed in the library and the other book will be a lending book.

Bonnie reminded the members that they will need to purchase a canopy for their outdoor events since the one they had is broken. Bonnie will shop for a new canopy. Frances suggested the members shop for new books soon as well as throughout the fiscal year instead of waiting until

the end of the fiscal year. Commissioner Stilwell purchased a step stool for the library. Sherrie suggested having at least one shelf if not two to feature the new books purchased. Tammy suggested purchasing more bookstands and thought the shelf at eye level across from the door be used to display the new books. Purchasing a bulletin board for the door into the library was discussed and Donna will shop for one.

Tammy asked if they wanted to create a mailing list of the names they have from previous events and Frances thought they should ask permission when they receive the information because not everyone wants to receive emails.

b. Fall Children's Event

Frances advised that the Police Department asked to be involved in any event they host which involves children. Commissioner Stilwell suggested involving the Fire Department too as they have had a change in personnel and would like to be more active in the community. Commissioner Stilwell also suggested they not have the event in October as it would detract from the Special Events Fall Festival/Haunted Hayride. The members discussed dates to hold the event and decided on November 12th from 1:00 PM to 3:00 PM.

Along with the BSL Police and Fire Departments, Commissioner Stilwell suggested having Todd Coring, who entertains as a Clown, at the event along with the Sheriff's Office DARE program, Brunswick County EMS and maybe Sunny Point can bring their ladder truck as it is much bigger than BSL Fire Department's ladder truck.

As the members discussed the event, the topic of safety became their focus and decided to call the day "Family Fun and Safety Event." Bonnie said she will find books on safety and hopefully they can get one of the police officers to read to the children. Frances thought the Fire Department could teach the children and parents how to use a fire extinguisher as not all adults know how to use one. Commissioner Stilwell suggested that each member be assigned a department to contact and find out what they want to feature as their safety topic so there will be no duplicates. The following members will contact the departments assigned to them: Frances will contact the BSL Police Department; Donna will contact the BSL Fire Department; Bonnie will speak with the Sheriff's Department; Tammy will speak with Brunswick County EMS and Commissioner Stilwell will speak with Todd Coring about having clowns at the event and maybe present a safety topic as he is a Lieutenant with the Sheriff's Department, a Southport Alderman and Southport's Assistant Fire Chief. Commissioner Stilwell advised before they start advertising for the event, they need to make sure they have all the departments on board and suggested having all departments contacted and confirmed by August 31st.

Tammy will create the flyer and Donna will proof it. The members set the date for a workshop on September 11th at 1 PM at Commissioner Stilwell's house.

c. Meet the Author events

Bonnie will finalize the date of September 12th with Frank Amoroso to have him speak at a Meet the Author Event. This event will be in lieu of the September meeting. Bonnie advised she purchased one of his books for the library.

Frances confirmed November 3rd as the Meet the Author event with Howie Franklin. The members discussed hosting the event on another day as it is close to the Family Fun and Safety Event they will be hosting on November 12th. The following dates were discussed: October 6th, October 10th (in lieu of their meeting) and October 20th. Frances will speak with Mr. Franklin and finalize a date.

Commissioner Stilwell said she will provide the refreshments for the September Meet the Author event.

d. Tree Lighting / Ride with Santa event with Special Events Committee

Commissioner Stilwell advised the members that Special Events will be hosting the event at the Community Center this year and that they should speak with Michelle Hennessy, who has reassumed the Chairperson position, about being involved with the event. The members discussed not having story time during the pictures with Santa as once all the children got in line for pictures, there were no children to read to. Commissioner Stilwell suggested handing out candy canes to the children after story-time. Pamela advised the next Special Events meeting is Wednesday, August 10th at 6:00 PM.

e. Ideas for Library Commission page on City website

Frances explained that the City is revamping their website and the City Manager has requested comments and ideas for the Library Commission's page on the website. The members requested a new and bigger pictures of the library and the Little Free Library, a new picture of the children's book cart, a picture of the new "library" sign, information about their donation fund and shelf sponsorship, a "new books" notice with a list of the new books purchased and a feature for their upcoming events along with pictures.

VII. ANNOUNCEMENTS

Commissioner Stilwell announced that Special Events is holding their Mayor's Cup Golf Tournament on August 20th at The Lakes Country Club. She also advised that the Parks & Recreation Advisory Board is working very hard on getting a much needed dog park in the City.

VIII. NEXT MEETING AGENDA ITEMS

Expenditures
Family Fun & Safety Event
Meet the Author events
Next Book Sale event

Little Free Library update
Tree Lighting/Ride with Santa ~ with Special Events

IX. ADJOURNMENT

A Motion was made by Donna Morgan and seconded by Bonnie Keyes to adjourn the meeting at 12:55 PM.

Vote: 5 – 0

~ ~ ~ ~ ~

Respectfully submitted,

Pamela Bellina
Administrative Assistant