



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Meeting Minutes

February 13, 2017

6:00 P.M.

City Hall

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

ABSENT: Sherrie Kuzian (excused)

COMMISSIONER LIAISON: Mary Stilwell (absent/excused)

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 Tammy Sollenberger to approve the agenda as written.

Vote: 4 - 0

III. APPROVAL OF MINUTES

A motion was made by Tammy Sollenberger and seconded by Donna Morgan to accept the January 9, 2017 minutes as written.

Vote: 4 - 0

IV. PUBLIC COMMENT

None.

V. OLD BUSINESS

a. Donation of Books / Storage rental unit

Frances asked Bonnie to write a beautiful thank you note to Mr. Robert Johns for the donation of approximately 1,000 books. Mr. Johns also requested a donation letter stating the books were donated in memory of his wife Carole H. Johns. The committee also received several other donations of books from Corporal John Thomas, Paul Wagner and Commissioner Stilwell received on behalf of the committee a donation of books. Frances announced at the BOC meeting that the committee had received a large donation of books as well as some smaller donations.

Tammy will start pulling books from the library shelves that are prior to the year 2010 so the committee can start putting the newly donated books in place. Tammy suggested trying to get the word out about the new books in the library with some flyers at the local businesses. Donna will put the news on Facebook and Pamela will put a blurb on the website once the books are in place.

b. Meet the Author with Howie Franklin

Frances contacted Howie Franklin and received confirmation of the Meet the Author event and did ask him to invite family and friends. Tammy put flyers around town and left one at Famous Subs to be put on the window. The members discussed only having finger foods for refreshments and will have bottled water, coffee and tea. Tammy will bring coffee, tea and will make homemade chocolate chip cookies. Donna will bring the sugar, creamer and buy water. Tammy will contact Commissioner Stilwell to find out what she wanted to bring.

Bonnie mentioned that Frank Amoroso, a prior Meet the Author author, has his new book out about Babe Ruth named *Wopper YA: How Babe Ruth Lost his Father and Won the 1918 World Series Against the Cubs (Volume 1 – Pigtown)*.

c. Book Sale ~ set new date

The members decided to hold the book sale at the Spring Fling at the Lakes event on May 20th. Tammy has started sorting the books upstairs at City Hall and will continue to get them into donate and sell groups. The members would like to donate to the local thrift shops the books which have already been in a few book sales. The books that were pulled from the library shelves, do not meet the criteria of 2011 to the present date or are duplicates can go to the book sale.

d. Donation of books to prison

Bonnie will contact the Sheriff's Department to determine their criteria for donated books for inmates as well as the contact person's information. Donna will contact the *State Port Pilot*

about whether they would like to feature an article on the donation. Once Bonnie gets the criteria on the type of books allowed for donation, Frances suggested the members meet and sort through the paperbacks to get the donation ready.

e. Upcoming book store trip (confirm)

Frances confirmed the date of March 5th at 11:00 AM for their trip to Barnes & Noble. The members decided to meet at Atlantic Bread for lunch before going to the book store. The members also discussed having their March meeting as a book buying workshop instead of a regular meeting.

A motion was made by Donna Morgan and seconded by Tammy Sollenberger to not hold a regular meeting in March but instead have a book buying workshop.

Vote: 4 – 0

Tammy spoke with Meredith at the Community Center who said they are in desperate need of books for 1st through 3rd grade children. The members will look for books in those age groups.

VI. NEW BUSINESS

a. Book Purchases

There were no books purchased since the last meeting.

b. Expenditures

Bonnie hopes to purchase the new Frank Amoroso book for the library. Donna did purchase the bulletin board for the library door and gave her check request and invoice to Pamela to give to Karen Thompson, Finance Director for reimbursement. Bonnie has not yet purchased the additional tent weights.

The members discussed purchasing shelving for the storage unit. It will need to be heavy duty shelving units to hold the weight of all the books. The storage unit will need to be measured to determine how many shelving units to purchase. Frances will look into the shelving units at Lowes and the members discussed trying to find shelving for sale on sites such as Craigslist.

c. 2017/2018 Fiscal Year Budget

Frances provided the members with a copy of the Commission's budget worksheet which showed the budget and what has been spent. Frances will speak with Karen Thompson to determine if the "As Of" column represents how much was spent to date or what the balance was. The members discussed if the storage rental unit comes out of their budget, then they will need increase their budget to include the yearly cost of the storage unit along with as well as an increase to the budget.

A Motion was made by Donna Morgan and seconded by Bonnie Keyes to increase the budget to \$1,500 with an additional increase of the yearly storage amount if the commission must pay for the storage unit from their budget. Storage rental amount to be determined.

Vote: 4 – 0

d. Libib.com and hand-held scanner

Tammy provided information about Libib.com and a hand-held scanner to scan the ISBN number from books. She explained that Libib is a cloud storage software to catalogue all of the library books. It is free for 100,000 books or less. There is a Pro subscription which costs approximately \$60/year. The hand-held scanner is recommended by Libib to scan the ISBN number of a book which will directly import the information into the Libib software. Using this software would enable the members to have a current catalogue of all library books and would allow the large donation of 1,000 books along with the other recent donations to be catalogued quickly.

A Motion was made by Donna Morgan and seconded by Bonnie Keyes to purchase the hand-held scanner for \$19.99 plus tax.

Vote: 4 – 0

VII. ANNOUNCEMENTS

There were no announcements.

VIII. NEXT MEETING AGENDA ITEMS

The next regular meeting will be held on April 10th.

Book sale at Spring Fling
Donation of books to the prison
Small Fry Fishing Tournament
Book Purchases
Expenditures

With respect to the Small Fry Fishing Tournament, the members decided to go through the children's books to determine what can be put out for donation/giveaway. Tammy suggested having something at the event to promote the library, perhaps a bookmark. Donna advised of an outfit from California where bookmarks could be purchased at 1,000 bookmarks for \$130 but will research further and provide the information.

IX. ADJOURNMENT

A Motion was made by Tammy Sollenberger and seconded by Donna Morgan to adjourn the meeting at 7:40 PM.

Vote: 4 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant