



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Meeting Minutes

May 8, 2017

6:00 P.M.

City Hall

ATTENDANCE: Frances Thomas, Chair (late ~ arrived 6:45 PM), Donna Morgan, Co-Chair, Tammy Sollenberger, Bonnie Porter Keyes

ABSENT: Sherrie Kuzian (absent/excused)

COMMISSIONER LIAISON: Mary Stilwell

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

Co-Chair Donna Morgan called the regular monthly meeting of the Library Commission to order at 6:07 p.m.

II. APPROVAL OF AGENDA

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

Vote: 3 - 0

III. APPROVAL OF MINUTES

A motion was made by Tammy Sollenberger and seconded by Bonnie Keyes to accept the April 10, 2017 minutes as written.

Vote: 3 - 0

IV. PUBLIC COMMENT ~ none.

V. OLD BUSINESS

a. Small Fry Fishing Contest ~ recap

Tammy thought this event was the best awareness event they have had to date. She met with many residents and explained there is a library at City Hall with a children's section and the hours were 8:00 AM to 4:30 PM. Tammy suggested at all future events to hand out flyers about the library. The commission was able to give away quite a few books and suggested going through the children's books to see what can be used as giveaways at future events. The members collected \$6 in donations.

b. Book Sale at Spring Fling ~ May 20, 2017

Tammy made Library business cards to be handed out at the book sales and other events. She advised she has three groups of books upstairs at City Hall: one group contains books that have been in numerous book sales and have not sold. Suggested those go to Thriftbooks since there are quite a few. Donna reminded her that sending books to Thriftbooks requires books to be placed on a pallet and shrink wrapped. The second group of books are books that were in the last book sale. The third group are books that were recently pulled from the library shelves and are newer. The members agreed that to bring fiction books from the third group to the book sale. Tables will be requested from Allison at the Police Department. Tammy suggested everyone arrive by 10 AM to help set up.

c. Meet the Author Event ~ Carol Cini ~ June 1, 2017

Donna confirmed that Mr. Cini would be at the next Meet the Author event on June 1. He will bring his presentation on a thumb drive and Pamela will provide the laptop. The members discussed the refreshments they would provide: cheese and crackers, cookies, coffee, tea and iced tea. The members asked Pamela to discuss with Karen the submission of a receipt after the fiscal year budget cut-off date and seek permission to submit the receipt late. Tammy and Donna prepared the flyer for the event. Tammy brought it to Food Lion and asked if they could display it and will bring one to the Fire Department. Donna will place flyers around the City businesses. Tammy suggested changing "Southport" to St. James on the flyer as that is specifically where Mr. Cini lives and bring flyers to the St. James Town Hall and the Lowes Foods on Midway. The members agreed to meet at 5:30 to set up for the event and will request tables from Allison.

d. Donation of books to prison

Tammy suggested looking through the paperback books to see exactly what they have available to donate to the prison. Bonnie asked to table the matter to next month.

Frances Thomas arrived at 6:45 PM

e. Library Awareness Event

Previously discussed last month as an invitation to come to City Hall, have a cup of coffee read and/or discuss books. The members discussed whether to hold this type of awareness event because it was felt there may not be enough support by the residents to attend. They all agreed to concentrate on their other awareness events such as the Meet the Author events and books sales that are held several times throughout the year.

VI. NEW BUSINESS

a. Book Purchases and/or Donations

Donna purchased a new Don Rickles autobiography and provided Pamela with the receipt and check request for \$27.99 for reimbursement from the City.

Bonnie purchased a book that was the discussion on a 60 Minutes segment she saw on TV ~ *Killers of the Flower Moon – The Osage Murders and the Birth of the FBI* by David Grann. She will get the receipt to City Hall for reimbursement.

Donna donated two audio books: *The Piano Teacher* and *Murder 101*.

b. Expenditures

The commission reviewed the budget sheet provided by Karen Thompson of the available funds in the budget.

Tammy advised the City Clerk ordered a stamp for the Library as previously discussed to replace the stamp that has fallen apart. Tammy believes the approximate cost was \$28.04. She was unsure whether the stamp was already deducted from the budget sheet provided by Karen.

The members discussed at length purchasing items they need prior to the end of the fiscal year. The members discussed purchasing shelving units to be used upstairs at City Hall to organize the books stored there.

A Motion was made by Tammy Sollenberger and seconded by Bonnie Keyes to purchase two (2) heavy-duty shelving units at the approximate price of \$85 each plus tax.

Vote 4 – 0

Tammy researched prices of tables for the commission to use at events. Tammy found a 72" x 30" x 29" centerfold table in black for the price of \$31.85. She also found the same table in white for \$38.86.

A Motion was made by Bonnie Keyes and seconded by Tammy Sollenberger to purchase a table for no more than \$35.

Vote 4 – 0

The commission then discussed purchasing a label maker so they can label the non-fiction books with the Dewey decimal system number.

A Motion was made by Bonnie Keyes and seconded by Donna Morgan to purchase the label maker and tapes for approximately \$30.

Vote: 4 – 0

c. Donation (monetary)

The members discussed the \$20 donation received by the City Clerk for the Library Commission.

A Motion was made by Tammy Sollenberger and seconded by Bonnie Keyes to deposit the \$20 donation received by the City Clerk for the Library Commission into the capital fund.

Vote 4 – 0

The members then discussed growing their capital fund, future donations and/or money earned from book sales and where those funds should be deposited.

A Motion was made by Tammy Sollenberger and seconded by Bonnie Keyes to deposit all future donations and/or monies earned from book sales into the capital fund until further Motion.

Vote: 4 – 0

VII. ANNOUNCEMENTS

There were no announcements.

VIII. NEXT MEETING AGENDA ITEMS

Spring Fling ~ Recap
Meet the Author with Carol Cini ~ Recap
Donation of books to prison
Future Fun & Safety event
Future Meet the Author event
Expenditures

IX. ADJOURNMENT

A Motion was made by Tammy Sollenberger and seconded by Bonnie Keyes to adjourn the meeting at 7:50 PM.

Vote: 4 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant