



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Meeting Minutes

February 8, 2018

10:00 AM

City Hall

ATTENDANCE: Frances Thomas, Chairman, Donna Morgan, Co-Chair,
Tammy Sollenberger, Sherrie Kuzian

COMMISSIONER LIAISON: Steven Barger (excused)

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

Chairperson Frances Thomas called the regular monthly meeting of the Library Commission to order at 10:02 AM.

II. APPROVAL OF AGENDA

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

Vote: 3 - 0

III. APPROVAL OF MINUTES

A motion was made by Tammy Sollenberger and seconded by Donna Morgan to accept the January 11, 2018 minutes as written.

Vote: 3 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Book Social

Frances and Tammy advised Mr. Warner at The Office was agreeable to the Library Commission holding book socials there and he suggested Saturday was the busiest day and the best day to hold the event. Donna will contact Frank Williams who has a new book out called *Convergence* and Tanya Binford who has a book out called *Crossing The Wake*.

Sherrie arrived at 10:09 AM.

Frances discussed the advantages and disadvantages of holding this type of event at the office. Advantages are there is good food and beverages along with many customers. The disadvantage would be the room to hold the event is small if the author wants to do a presentation. Donna suggested the book social be an informal type of event where people can come in and talk with the author, he can bring books to sign, and the Library Commission would be ambassadors of the event. Donna will contact both authors.

The following dates were considered: March 10th, April 14th, May 5th and May 12th. Tammy will contact Mr. Warner about availability.

b. Donation to Prison

Frances took approximately 12 boxes of books to the prison on January 30th. They were not prepared to accept the books; however, she did mentioned Chief Jane Evans was aware the BSL Library Commission was donating the books and they accepted the donation. Donna advised she did eventually speak with Chief Jane Evans who welcomed the donation of books but it seems there is no communication between the departments. Donna will draft a press release and see if she can get it in the newspaper.

Frances suggested donating books to nursing homes and Tammy said she would look for large print books. Sherrie advised there is a nursing home and a rehabilitation facility in Southport and any type of book can be donated to the rehabilitation facility. Tammy noted there was a whole box of Danielle Steel paperbacks they can donate. Donna suggested maybe putting some books over at the Community Center with a note to "Take a Book." Sherrie said people already do that and leave the books on the information table in the lobby.

c. Inventory Update & Dispose of Unneeded Books

Sherrie and Tammy updated the fiction inventory. Frances and Tammy started working on the non-fiction. The biographies, children's books and half of the non-fiction remain. The members discussed the difficulties in updating the inventory list. Sherrie suggested scanning all books in the library and merging the scanned information with the previous inventory list which should show what books are missing.

Tammy advised there are many books upstairs at City Hall that are not needed whether they were pulled from inventory because of age or are duplicates. Donna will review the parameters Crystal Bright of Brightbooks requires for the donation of unwanted books but she knows they must be boxed. Donna researched book boxes and found 12 x 8 x 8 boxes are 59 cents each or 12 x 12 x 12 boxes are 79 cents each from Uline. Donna will research further and discuss at the next meeting.

d. Library Awareness Week ~ Proclamation to BOC

This matter was tabled to next month.

e. Books for the Blind

This matter was tabled to next month.

f. Book Club

Frances will reach out to the newly formed Boiling Spring Lakes Book Club which was formed on Facebook to express interest in the book club, invite them to their upcoming events and see if any member of the book club may want to join the committee.

VI. NEW BUSINESS

a. Story Time at Community Center

Frances spoke with Karlin at the Community Center who was advised to speak with Teagan as that was her department. Frances was waiting on a return call from Teagan and will follow up.

b. DVD Section

Frances asked the members if they should consider starting a DVD section in the Library. Tammy, Sherrie and Donna all agreed there was not enough room in the Library to dedicate to a DVD section. Sherrie attended the Police Department Workshop last night and advised it was very informative. She noted should the City purchase the bank for the Police Department, it would be great if the Library Commission could get the old Police Department and develop it into a nice sized library.

c. Book Purchases and/or Book Donations

Frances purchased Frank Williams' new book *Convergence* for the library and will submit the receipt for reimbursement.

Tammy donated two books to the library: *The Other Joseph* by Skip Horach and *The Way Forward* by Paul Ryan.

The committee also received a donation of books from Lou Guzig.

Tammy brought up who would be handling thank you notes now that Bonnie is no longer on the committee. Donna suggested putting their names on the list of donors on the bulletin board unless it was a large donation. Tammy will send out a thank you when they have a large donation.

d. Expenditures ~ update on expenditures
• **Receipts due date**

The members agreed to change the monthly agenda item “Expenditures” to “Budget Review” as that is what the agenda item should state. Actual expenditures are discussed under book purchases.

Frances reviewed the remaining budget funds with the committee and they currently have \$403 remaining. Frances asked the members to please have all receipts in no later than May 15th which is Karen Thompson’s deadline; however, she suggested the end of April as the target date to have all receipts in.

The committee members discussed their budget request for next fiscal year as it is due on March 2nd as per the City Manager. The members all agreed to keep their budget the same as the last fiscal year.

A Motion was made by Donna Morgan and seconded by Tammy Sollenberger to keep the 2018/2019 budget the same as the last fiscal year’s request of \$2,000.

Vote: 4 - 0

VII. ANNOUNCEMENTS

Frances noted when she attended the BOC meeting, she met with a woman who was interested in being on the committee.

The March meeting was moved to the third Thursday instead of the second Thursday to accommodate Sherrie’s work schedule; however, Sherrie advised her schedule had changed and she would be available to meet on March 8th. The members agreed to change the meeting date to the second Thursday, March 8th.

Sherrie noted there is a retirement class at the Shallotte Senior Center on February 27th and March 6th both days from 1 to 3.

VIII. NEXT MEETING AGENDA ITEMS

Book Social
Dispose of Unneeded Books
Library Awareness Week ~ Proclamation to BOC
Books for the Blind
Book Club
Story Time at Community Center

Book Purchases/Book Donations
Budget Review

IX. ADJOURNMENT

A Motion was made by Sherrie Kuzian and seconded by Donna Morgan to adjourn the meeting at 11:15 AM.

Vote: 4 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant