



## ***City of Boiling Spring Lakes***

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Library Commission Meeting Minutes**

September 14, 2023

**ATTENDANCE:** Sherrie Kuzian, Tammy Sollenberger, Martha Samson, Kim Miller,  
Donna Morgan, Debbie Rogers, Marlene DeFrancesco

**COMMISSIONER LIAISON:** Kimberly Sherwood

#### **I. CALL TO ORDER**

Chair Sherrie Kuzian called the regular monthly meeting to order 10:05 AM

#### **II. APPROVAL OF AGENDA**

MOTION: Donna Morgan, SECOND: Tammy Sollenberger, Agenda approved.

Sherrie Kuzian added an item to New Business: Meet the Author Event

**Vote: 5-0**

#### **APPROVAL OF AMENDED AGENDA**

MOTION: Donna Morgan, SECOND: Kim Miller, Amended Agenda approved.

**Vote: 5-0**

#### **III. APPROVAL OF MINUTES**

MOTION: Tammy Sollenberger, SECOND: Martha Samson, 6.14.23 Minutes approved.

**Vote: 5-0**

#### **IV. PUBLIC COMMENT**

None

#### **V. OLD BUSINESS**

- Library Inventory is complete except for Biographies. To facilitate shelving and reshelving, Dewey Decimals will be added to all biographies in the future.
- The Self-Checkout Kiosk discussion will continue after measurements are taken.
- Kim Miller asked members to review and edit Policies and Procedures she provided.

## **VI: NEW BUSINESS**

- Upstairs book storage needs attention. Tammy Sollenberger suggested another category in Inventory for stored materials and Kim Miller said a printout of the contents of boxes stored with them would facilitate management.
- A Friends of the Library organization was removed from consideration.
- Sherrie Kuzian confirmed the author and the venue for a Meet the Author Event with previous resident E.M. Chaffin to be held at the Community Center on 10.25.23 at 12:30 PM.
- Positions for the Library Commission were discussed. Motion by Donna Morgan that Sherrie Kuzian be installed as Chair, second by Tammy Sollenberger.

**Vote: 5-0**

Motion by Donna Morgan that Kim Miller be installed as Vice Chair, second by Tammy Sollenberger.

**Vote: 5-0**

Motion by Donna Morgan that Tammy Sollenberger be installed as Secretary, second by Kim Miller.

**Vote: 5-0**

- Budget Allocations for each member will be tracked by Tammy Sollenberger and Kim Miller.
- Monthly Shelf Themes will be assigned by Martha Samson, who inform members via email when it is their turn.

## **VII. PURCHASES & DONATIONS & BUDGET REVIEW**

Finance Director Suzanne Tungate did not provide budget materials. Sherrie Kuzian will request financials prior to each meeting. Martha Samson and Kim Miller have purchased books in the past using the city credit card. Martha asked that book orders be sent to her as soon as possible for this month.

**VIII. ANNOUNCEMENTS**

None

**IX. NEXT MEETING AGENDA ITEMS**

- Library Maintenance and Inventory
- Policies & Procedures
- Kiosk
- Fire Department Christmas Event

**X. ADJOURNMENT**

MOTION: Tammy Sollenberger, SECOND: Martha Samson, meeting adjourned 11:20 AM.

**Vote: 5-0**

Respectfully submitted,

Donna Morgan  
Member