



## **City of Boiling Spring Lakes**

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Library Commission Meeting Minutes**

October 12, 2023

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

**COMMISSIONER LIAISON:** Kimberly Sherwood (excused)

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

Chair Sherrie Kuzian called the regular monthly meeting to order 10:00 AM

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

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

**Vote: 5-0**

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

MOTION: Tammy Sollenberger, SECOND: Martha Samson, 9.14.23 Minutes approved.

**Vote: 5-0**

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

None

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

- Kim Miller reported that approximately 300 fiction books are missing from the inventory; non-fiction inventory is not enumerated yet. Member workdays will be held to ascertain if some of the missing books are in storage and checkout sheets will be reviewed to hopefully locate some of the books. Debbie Rogers reported on the Little Free Library stewardship and that books are being taken and donated.
- The Self-Checkout Kiosk discussion is postponed indefinitely until an area with more space is provided.
- Debbie Rogers reviewed the Little Free Library Policy. Tammy Sollenberger and Kim Miller will update the LFL and Libib Procedures.

**VI: NEW BUSINESS**

- Library Commission involvement with the BSL Fire Department Christmas was described for newer members. Sherrie Kuzian will confirm the date and coordinate with Special Events for planning at the November meeting.
- The Library Commission urgently needs space. Upstairs storage now is even more problematic with roof leakage which will cause stored books to mildew. Members discussed requesting the unused office behind the library and more lobby space. The Library Donation Policy may need updating due to lack of space for books.

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

Budget information and member purchases were discussed. Sherrie Kuzian processed reimbursement paperwork. Martha Samson researched a thermal printer and costs. Members discussed the need for a sturdy stepladder, but there is no room to store those items. Tammy Sollenberger will review the budget to reconcile with City Hall.

**VIII. ANNOUNCEMENTS**

Sherrie Kuzian posted flyers in town for the Meet the Author Event with previous resident E.M. Chaffin at the Community Center on 10.25.23 at 12:30 PM. Kim Miller will update the Facebook Event and Donna Morgan will post on NextDoor.

**IX. NEXT MEETING AGENDA ITEMS**

- Library Maintenance and Inventory
- Policies & Procedures
- Meet the Author report
- Fire Department Christmas Event
- Request to BOC for additional space in City Hall

**X. ADJOURNMENT**

MOTION: Donna Morgan, SECOND: Martha Samson, meeting adjourned 10:45 AM.

**Vote: 5-0**

Respectfully submitted,

Donna Morgan  
Member