



## **City of Boiling Spring Lakes**

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Library Commission Meeting Minutes**

January 11, 2024

**ATTENDANCE:** Sherrie Kuzian, Donna Morgan (by phone), Martha Samson, Kimiko Miller, Debbie Rodgers, Marlene DeFrancesco, Tammy Sollenberger

**COMMISSIONER LIAISON:** Kimberly Sherwood

**I. CALL TO ORDER**

Chair Sherrie Kuzian called the regular monthly meeting to order 10:01 AM

**II. APPROVAL OF AGENDA**

Martha made the motion to approve the agenda. Kimiko seconded the motion.

Additions to New Business:

The Little Free Library needs physical maintenance

Special Meetings and Workshops

Motion to pass the Agenda as amended.

**Vote: 5-0**

**III. APPROVAL OF MINUTES**

Donna made the motion to approve the minutes. Kimiko seconded the motion.

12-14-2023 Minutes approved.

**Vote: 5-0**

**IV. PUBLIC COMMENT**

Gordon Hargrove, City Manager, spoke to the Commission concerning \$250,000 that the State has set aside for the Boiling Spring Lakes Library. Mr. Hargrove is still working on this project. The Library Commission has nothing they can do at this time.

Sherrie asked if the Commission is working towards a County Library in Boiling Spring Lakes or toward a City Library in the old police station.

Mr. Hargrove stated that the former police station has mold which the City is working towards eliminating. The former police building is currently used for the Dam Project and will continue to be used until the Project is completed. When the former police building becomes available, there are many groups hoping to use that space, the Library being one of them.

## **V. OLD BUSINESS**

- Library Maintenance: Library circulation has increased from 172 books in 2019 to 645 books in 2023.
- Library Week 2024: We will have a Meet & Greet before the Commissioners Meeting on April 2 before the Commissioners Meeting. Library Commission members should be here for set up at 5:30 to be ready for 6:00.
- Request to Board of Commissioners for additional space in City Hall: The members signed a letter to the Board of Commissioners, requesting more Library space in City Hall.

## **VI: NEW BUSINESS**

- County Survey Results: Donna reported that the County survey results would be available January 22. She will report on them at the next meeting.
- Discussion with county concerning a Boiling Spring Lakes County run Library: Kimiko made the motion to send a letter to Patricia Dew, Director of Brunswick County Library, requesting that the County establish a Library in Boiling Spring Lakes.  
**Vote: 5-0**
- Bar code printer acquisition report: The equipment has been purchased. The software still needs to be downloaded to the Library computer.
- A Master plan for the new library is not yet needed. This item will be removed from the Agenda and revisited at a future time.
- Little Free Library Maintenance: Debbie reported that the Little Free Library is leaking in the back left corner and the wood there is beginning to rot. The Library Commission will submit a work order to the Public Works Department to see if they can address the problem. The Little Free Library will be emptied before work is started.
- Special meetings and workshops: Sherrie reminded us that any time more than two of us meet to discuss library business, it is considered a meeting and needs to be advertised at least 2 days ahead of time.

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

- Martha purchased books in November and December. She has turned in the information to Suzanne Tungate, Finance Director. Kimiko made the motion that we use the Boiling Spring Lakes Amazon account rather than our own to make tracking more efficient. Martha seconded the motion.  
**Vote: 5-0**

- Kimiko would like to have Excel installed on the Library computer to facilitate working with the Library inventory system.  
Kimiko made the motion to purchase MS Office Suite, which includes Excel, for \$99.99 annually. Donna seconded the motion.

**Vote: 5-0**

It is recommended that Suzanne be asked to put a line item under dues & subscription for Libib and MSOffice.

**VIII. ANNOUNCEMENTS**

- Next meeting of the Library Commission is February 8
- Next meeting of the Board of Commissioners is February 6

**IX. NEXT MEETING AGENDA ITEMS**

- Library Maintenance & Inventory Report
- Library Week 2024
- Survey results from the County Library Survey
- Letter to City Commissioners for more library space
- Little Free Library Maintenance
- Purchase of Excel
- Next Meet the Author event
- Update Book Donation Policy
- Update Library Brochure
- Password Book

**X. ADJOURNMENT**

Martha made the Motion to Adjourn. Donna seconded the motion.

The meeting adjourned at 11:10 AM.

**Vote: 5-0**

Respectfully submitted,  
Tammy Sollenberger, Secretary