



## **City of Boiling Spring Lakes**

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

---

Library Commission Meeting Minutes  
Thursday, February 8, 2024  
City Hall – 10:00 a.m.

**ATTENDANCE:** Kimiko Miller, Martha Samson, Debbie Rodgers, Marlene DeFrancesco, Tammy Sollenberger

**ABSENT:** Sherrie Kuzian (excused)

**COMMISSIONER LIAISON:** Kimberly Sherwood

**I. CALL TO ORDER**

Vice Chair Kimiko Miller called the regular monthly meeting to order at 10:00 AM

**II. APPROVAL OF AGENDA**

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

**Vote: 5-0**

**III. APPROVAL OF MINUTES**

Debbie made the motion to approve the minutes. Martha seconded the motion.

**Vote: 5-0**

**IV. PUBLIC COMMENTS**

None

**V. OLD BUSINESS**

- Library Maintenance: ongoing
- Library Week 2024, “Ready, Set, Library”: We will have a Meet & Greet before the Commissioner Meeting on April 2. Library Commission members should be at City Hall for set up at 5:30 to be ready for 6:00. Commissioner Kim Sherwood will speak with the City Manager about using the lobby and then will be here to let the Library Commission members into City Hall at 5:30pm. Martha will purchase small bottles of water. Martha and Tammy will bake homemade cookies. Donna Morgan will be asked to produce flyers to post for the event. Kimiko will update the Facebook page.
- Little Free Library Maintenance: Public Works repaired the rotted wood on the Little Free Library however, the sprinklers appear to be hitting the back of the LFL. The LFL needs to be moved, protected or replaced with one that is more water

resistant. Tammy will research replacing the existing unit with a more weather resistant one.

- Survey results from the County Library Survey: the results have not yet been released to the public. Item postponed to the next meeting.
- Discussion with County concerning a County Library in Boiling Spring Lakes: awaiting release of the results from the County Survey. Item postponed to the next meeting.
- Letter to the Board of Commissioners for additional space in City Hall: The office behind the library is the office of the Assistant to the City Manager. It cannot be used as expanded space for the Library. Request a wall for a bookcase for more books.
- Update Book Donation Policy: Tammy presented an updated version of the Book Donation Policy for review. Martha made the motion to accept the revision as is, to be reviewed in one year. Marlene seconded the motion.  
**Vote: 5-0**
- Update Library Brochure: Item postponed to the next meeting.

#### **VI: NEW BUSINESS**

- Next Meet The Author Event: Item postponed to the next meeting.
- Password Book: The Library Commission members need a password book to keep track of the increased number of passwords. Kimiko will present that at the next meeting.
- Project List: The Library Commission has many “irons in the fire.” Kimiko and Tammy will create a Project List which will be continually updated as needed.
- Gmail account: The Library gmail needs to be checked more frequently than once per week. The account needs some updates.

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

- More books were purchased and processed. They are now on the “New Books” rolling shelf in the lobby.
- Kimiko will purchase and install Microsoft Office 365 this weekend.
- Library Capital account: A Commission member understands that the money from donations goes into a capital account and that account is turned in to the City at the end of the fiscal year. Tammy will talk to Suzanne Tungate to verify or correct this understanding.

**VIII. ANNOUNCEMENTS**

- Next meeting of the Library Commission is March 14.
- Next meeting of the Board of Commissioners is March 5.

**IX. NEXT MEETING AGENDA ITEMS**

- Vote for new Vice Chair
- 2025 Budget
- Library Maintenance & Inventory Report
- Library Week 2024
- Survey results from the County Library Survey
- Letter to City Commissioners for more library space in the lobby on the wall adjacent to the Special Events wall.
- Little Free Library Maintenance or replacement
- Project list
- Gmail
- Purchase and installation of Excel
- Next Meet the Author event
- Update Library Brochure
- Founders Day, April 6
- Use of money donated to the Library Commission

**X. ADJOURNMENT**

Tammy made the Motion to Adjourn. Debbie seconded the motion.  
The meeting adjourned at 11:00 AM.

**Vote: 5-0**

Respectfully Submitted,  
Tammy Sollenberger, Secretary