



# **City of Boiling Spring Lakes**

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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## **Library Commission Boiling Spring Lakes City Hall March 12, 2026, 9:30AM MINUTES OF THE MEETING**

**ATTENDANCE:** Sherrie Kuzian, Tammy Sollenberger, Martha Samson, Marlene DeFrancesco, Margaret Boyne, Carolyn Doshier, Kathryn Haves

**COMMISSIONER LIAISON:** Todd Ausborn

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

Chair Sherrie Kuzian called the regular monthly meeting to order 9:30 AM

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

MOTION to accept Agenda as amended: Margaret Boyne , SECOND: Tammy Sollenberger

**Vote: 5-0**

The following were added under New Business

- C. Eggstravaganza
- D. Library Grand Opening
- E. National Library Week

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

MOTION to accept Minutes as amended: Tammy Sollenberger. SECOND: Marlene DeFrancesco

**Vote: 5-0**

The February 12 minutes were amended to include Parks & Rec under New Business

### **IV. PUBLIC COMMENT**

None

### **V. OLD BUSINESS**

- A. Status of library preparation
  - a. Wi-Fi capability has been installed in the building
  - b. All books in the Fiction and Non-Fiction categories have been inspected, sorted, stamped, labeled and shelved.

- c. The Children's Collection will be sorted by age group (3-5, 6-10, 11-13, 14-17)
  - d. The Keepers Collection has been inspected and sorted. Any books found to be moldy or not in good condition have been disposed of.
    - i. Books published from 2013 and forward will be added to the library shelves.
    - ii. Books published before 2013 will be stored and used for future book sales.
    - iii. All books have been inventoried and updated to the correct collection in Libib.
  - e. All sorting and shelving needs to be completed by March 20. Parks & Rec will be serving the Senior Lunch in the Annex space on March 23.
- B. A grand opening is scheduled for April 18

## **VI. NEW BUSINESS**

- A. The committee discussed ways to collect information from interested patrons to create library cards to be used with the self-check out system.
  - a. Blank information cards will be distributed at the Senior Center
  - b. Information cards will also be available at the Grand Opening
- B. Inventory labels will be created for each book and placed inside the back cover. This is to facilitate identification, inventory control and check out.
- C. The Committee discussed attending the Special Events Eggstravaganza on March 21 to collect potential patron information.
- D. Grand Opening will be held on Saturday, April 18 from 11am to 2pm
  - a. The Board of Commissioners voted at the March 3 meeting to name the building in honor of Joan Kinney.
- E. National Library Week, April 19 – April 25
  - a. Theme is "Find Your Joy"
  - b. Banners and flyers will be purchased from the National Library Commission

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

- A. A donation of \$500 was received from the Special Events Committee
- B. Remaining supplies to create the patron library cards need to be purchased
  - a. Card Stock
  - b. Business size laminating pouches (laminating machine has been purchased)
- C. A cipher lock is needed for the Library office door so committee members can use the office without multiple keys being required.

## **VIII. ANNOUNCEMENTS**

- Next meeting of the Library Commission is April 9 at 9:30 am.
- Next meeting of the Board of Commissioners is April 14 at 6:30 pm.
- EGGstravaganza at the Community Center Saturday, March 21
- Library and Annex Grand Opening April 18 from 11am to 2pm

- National Library week April 19 – April 25

**IX. NEXT MEETING AGENDA ITEMS**

- Status of library set up
- Plans for the grand opening
- Southport Magazine coverage of grand opening

**X. ADJOURNMENT**

MOTION: Tammy Sollenberger, SECOND: Marlene DeFrancesco

The meeting was adjourned at 10:25 AM

**Vote: 5-0**

Respectfully submitted,

Margaret Boyne  
Secretary