



## **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 May 14, 2026, 9:30AM MINUTES OF THE MEETING**

**ATTENDANCE:** Sherrie Kuzian, Tammy Sollenberger, Marlene DeFrancesco, Margaret Boyne,  
Carolyn Doshier

**ABSENT:** Kathy Haves (excused)

**COMMISSIONER LIAISON:** Todd Ausborn

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

Chair Sherrie Kuzian called the regular monthly meeting to order at 9:28 AM

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

MOTION to accept Agenda as amended:

- D. Remaining tasks for completion of library set up
- E. Maintenance/on-going operations of library
- F. Barnes & Noble book buying trip

Margaret Boyne, SECOND: Tammy Sollenberger

**Vote: 5-0**

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

MOTION to accept Minutes as written

Tammy Sollenberger, SECOND: Margaret Boyne

**Vote: 5-0**

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

None

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

- A. The Grand Opening held on April 18 was well attended by BSL residents. The overall reaction was positive and many nice things were said about the work that went into getting the library organized.
- B. Patron library card sign up was conducted during the Grand Opening. Those cards can be picked up at the library. The self-service checkout system is operational
- C. FOCUS Grant – as of the time of the meeting there was no update on the status of the grant. Marlene DeFrancesco was informed by email on Thursday, May 14

that the Boiling Spring Lakes Library Commission was not chosen as a recipient for 2026.

- D. A new printer has been acquired and has been set up in the library office
- E. Procedures for using the self-checkout kiosk have been written and are displayed next to the kiosk for user reference
- F. Procedures for looking up the Dewey Decimal Code (DDC) can be found on the Library of Congress website.

## **VI. NEW BUSINESS**

- A. Full Time staffing of the library /annex space will not be possible due to budgetary constraints.
- B. Saturday Library hours – the library will be open on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of each month from 10am to 2pm. A member of the library commission or a volunteer will open the library and remain on site.
  - a. June 6 will be staffed by Margaret Boyne
  - b. June 20 will be staffed by a volunteer
  - c. July 4 – library will not be open due to the holiday
- C. Venus Fly Trap Festival – May 30 at the Community Center from 10am – 2pm
  - a. The Library Commission will hold a book sale during the festival. The table will be staffed by Sherrie and Marlene from 10-12 and by Tammy and Margaret from 12-2.
- D. Remaining tasks for completion of library set up:
  - a. Most books have been inventoried and shelved. Books published prior to 2013 will not be included on the shelves to allow space for new purchases and growth of the library.
  - b. Inventory labels still need to be placed in the back cover of the books. (Non-fiction has been mostly completed)
  - c. Office supplies will be purchased with a portion of the remaining budget. Approximately \$200 will be spent
- E. A book buying trip to Barnes & Noble in Wilmington is planned for Wednesday, May 20. Approximately \$500 of the remaining FY2026 funds will be spent.

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

- A. The remaining FY2026 Library Commission budget is \$1,564
- B. A motion was made by Margaret Boyne and seconded by Tammy Sollenberger to designate \$800 of the remaining FY2026 budget as capital expenditures for future use. The motion passed: 5-0
  - a. This was discussed with Brandon Stevens during the meeting, and he will make the appropriate accounting entries and documentation to the Board of Commissioners.
  - b. The remaining funds will be used to purchase new books and office supplies before the end of FY2026 (June 30, 2026)

**VIII. ANNOUNCEMENTS**

- Martha Samson has resigned from the Library Commission.  
Applications/Nominations to fill the open position are being accepted.
- Next meeting of the Library Commission is June 11 at 9:30 am.
- Next meeting of the Board of Commissioners is June 2 at 6:30 pm.
- Venus Fly Trap Festival – May 30 from 10am-2pm at the Community Center

**IX. NEXT MEETING AGENDA ITEMS**

- Venus Fly Trap Festival follow up
- Saturday library hours review
- Assignment of key library responsibilities:
  - Volunteer coordination/staffing
  - Book purchasing and processing
  - Returned book check in/re-shelving
  - Issuance of new library cards
  - Cozy Bean book sale/donations

**X. ADJOURNMENT**

MOTION: Margaret Boyne, SECOND: Marlene DeFrancesco

The meeting was adjourned at 10:56 AM

**Vote: 5-0**

Respectfully submitted,

Margaret Boyne  
Secretary