



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Boiling Spring Lakes City Hall September 10, 2026, 9:30AM MINUTES OF THE MEETING

ATTENDANCE: Tammy Sollenberger, Sandy Fowler, Doreen Robb, Marlene DeFrancesco, Carolyn Doshier, Kathy Haves

ABSENT: Sherri Kuzian (excused)

COMMISSIONER LIAISON: Todd Ausborn (excused)

I. CALL TO ORDER

Vice-Chair Tammy Sollenberger called the regular monthly meeting to order at 9:34 AM

II. APPROVAL OF AGENDA

MOTION to accept Agenda: Carolyn Doshier, SECOND: Sandy Fowler

Vote: 5-0

III. APPROVAL OF MINUTES

MOTION to accept Minutes: Doreen Robb, SECOND: Marlene DeFrancesco

Vote: 5-0

IV. PUBLIC COMMENT

none

V. OLD BUSINESS

A. Volunteers

1. Carolyn drafted volunteer advertisement and sign-up sheet. Suggestions made for changes. To be revisited at next meeting.
2. Marketing for the library included a discussion on more information on the BSL website and/or easier links to Library Facebook page. Follow-up at next meeting.
3. Marketing for library also included a discussion on floater flag available out front of the building to advertise Public Library. Follow up at next meeting.

- B. Donated books- 42 boxes of books were donated to Goodwill, Salvation Army, CIS and Once More bookstore. Gratitude expressed to the 4 volunteers who offered time, muscle and gas to the effort.
- C. Library responsibilities
 - 1. Discussion of responsibilities, including procedures and guidelines to be discussed at a continuing workshop scheduled for 9/16/26 @ 12:30 pm in the Library. MOTION Sandy Fowler; SECOND Doreen Robb. All to bring documents assigned to draft and/or review. (postponed till 9/18/26 @ 2:00 pm in the Library)
- D. New Secretary: Kathy appointed. MOTION: Doreen Robb SECOND: Marlene DeFrancesco. **Vote 5-0.**
 - 1. Discussion resulting in library commissioners' comments due 1 (one) week after minutes and agenda are sent out for review.
 - 2. Carolyn to research free note-taking software.
- E. Budget reconciliation process – waiting on procedure development.
- F. Grants submission process
 - 1. Marlene to contact Todd on grant submissions: Focus Grant application process begins in December; AARP grant is on-going process; Walmart Grant has 3 cycles but we need a sparkgood account to participate in community programs; Dollar General grants to be researched.
 - 2. 501 C3 category designation needed for some grants (special IRS tax-exempt status to non-profit groups that serve the public good, so that taxes are not assessed on any monies generated).
- G. October fundraiser: decided not to pursue. Instead, November was decided as the fundraising month. Carolyn to follow up with Kozy Bean.
- H. Christmas Special Events/Tree Lighting –Sherri to confirm date and time at Kinney senior center, with crafts for kids and Christmas book readings by library volunteers (passed by vote last meeting).
- I. Sandy provided details on shelving signs for local authors and classic books, as well as the book return bin sign. Authorized purchases of same up to \$50.00 total. MOTION: Carolyn Doshier; SECOND: Doreen Robb **Vote 5-0**

VI. NEW BUSINESS

- A. Doreen to contact Todd on the legalities of raffles and auctions.
- B. Tammy to address security changes needed due to commissioner turnover, by next meeting.

VII. PURCHASES & DONATIONS & BUDGET REVIEW

- A. Tammy to proceed with book purchases as requested from list of new books submitted by patrons.

VIII. ANNOUNCEMENTS

- Next meeting of the Library Commission is October 8, 2026 at 9:30 am.

- Next meeting of the Board of Commissioners is October 6, 2026 at 6:30 pm.

IX. NEXT MEETING AGENDA ITEMS

- Follow-up on marketing efforts
- Library responsibilities workshop results, including policy vote, security changes and raffle legalities
- Signs purchase and floater flag possibility
- November fundraiser
- Outdoor bookdrop

X. ADJOURNMENT

MOTION: Carolyn Doshier, SECOND: Marlene DeFrancesco

The meeting was adjourned at 10:38 am

Vote: 5-0

Respectfully submitted,
Kathy Haves
Secretary