



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Library Commission Meeting Minutes August 15, 2024

ATTENDANCE: Sherrie Kuzian, Tammy Sollenberger, Martha Samson, Margaret Boyne

ABSENT: Marlene DeFrancesco (excused)

COMMISSIONER LIAISON: Kimberly Sherwood (excused)

I CALL TO ORDER

Vice-Chairman Tammy Sollenberger called the meeting to order at 10:08am
Chairman Sherrie Kuzian arrived at 10:15am to take over the meeting

II APPROVAL OF AGENDA

MOTION: Martha Samson, **SECOND:** Margaret Boyne
Agenda approved: Vote: 4-0

III APPROVAL OF MINUTES

“Vote for Secretary” was added as Item A. Original items were updated as B through F.
Motion: Margaret Boyne, **SECOND:** Martha Samson
Minutes approved: Vote 4-0

IV PUBLIC COMMENT

None

V OLD BUSINESS

A. Vote for Secretary

Tammy Sollenberger made the motion to elect Margaret Boyne as Secretary. The motion was seconded by Martha Samson.

Vote: 4-0

B. Library Inventory

Martha Samson has located 80 books that were marked as missing during the previous inventory process. She will continue to check the Non-Fiction and Children’s sections.

C. Project List

- i. Verification of the biography labels – on going
- ii. Bar Code Labels – all books will require bar code labels for the proposed electronic check-out/check-in system. Discussed the logistics of completing this as the new library is being set up and organized.
- iii. Storage Inventory – the books currently being kept in storage were unboxed, sorted by the author and re-boxed in preparation for moving to the new library space when it is completed.

D. Procedures Workshop: Tabled until next meeting

E. Workshop for Libib.com Training

A workshop has been scheduled for Thursday, September 26 from 10:00am to 12:00am in the BOC meeting room. The workshop will be led by Margaret Boyne to familiarize the Library Commission Members with the functions and capabilities of the Libib.com Online library system.

VI NEW BUSINESS

- A.** City Manager Gordon Hargrove reported to Sherrie Kuzian the architectural plans for the renovation of the old Police Station will be reviewed by his team in the coming week. If the plans are approved, they will be sent out for bid.
- B.** Sherrie Kuzian will contact a BSL resident who has previously offered to donate time and materials to build shelving for the new library space.
- C.** Martha Samson suggested starting a list of books that can be purchased in the future to fill the shelves in the new space.
- D.** A motion was made by Tammy Sollenberger to cancel the September 12, 2024 meeting. Seconded by Martha Samson. Motion carried: 4-0

VII PURCHASES & DONATIONS & BUDGET REVIEW

- A.** No donations were received this month
- B.** A book order was made June 29.

VIII ANNOUNCEMENTS

- A.** The Fall Festival is scheduled for October 19 from 5:00pm to 8:00pm.
- B.** There will be no Library Commission meeting in September
- C.** The next Library Commission meeting will be on Thursday, October 10,2024

IX NEXT MEETING AGENDA ITEMS

- A.** Library Inventory
- B.** Project List
- C.** Review of The Little Free Library procedure
- D.** Needs for the new library

X. ADJOURNMENT: Sherrie Kuzian adjourned the meeting at 11:20 AM.