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|   | ***City of Boiling Spring Lakes***9 East Boiling Spring Road**Boiling Spring Lakes, NC 28461** |

**Library Commission Minutes of the Meeting**

**Boiling Spring Lakes City Hall**

**February 13, 2025, 9:30am**

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

\*Martha Sampson in attendance but not voting due to her term ending on February 1, 2025.

**ABSENT:** Eileen Herkes (excused)

**COMMISSIONER LIAISON:** Kimberly Sherwood

**I CALL TO ORDER**

Chairman Sherrie Kuzian called the meeting to order at 9:37am

**II APPROVAL OF AGENDA**

* Tammy Sollenberger added Change of Meeting Time to New Business

 **MOTION:** Marlene DeFrancesco

SECOND: Tammy Sollenberger

Agenda approved: Vote: 4-0

**III APPROVAL OF MINUTES**

 **Motion:** Marlene DeFrancesco,

SECOND: Margaret Boyne

Minutes approved: Vote 4-0

**IV PUBLIC COMMENT**

 **None**

**V OLD BUSINESS**

1. **Plans for new library space**

City Manager Gordon Hargrove provided updated plans for the new library space. The plans are expected to be sent out for bids soon.

1. **Training workshop –** Tabled until March meeting
2. **Project List**
	* Procedures for all library functions:
		+ Secretary – completed
		+ Little Free Library – completed
		+ Libib Online Library System – In Process
	* Current projects (delayed until books are accessible):
		+ Verify Biography Labels
		+ Barcode Labels
		+ Storage Inventory
3. **Facebook Page management**
	* All Library Commission members will be set up as Administrators for the Boiling Springs Lakes Library account
		+ Page name: “Boiling Spring Lakes Library”
	* Sherrie Kuzian has been given Full Administrative privileges. Will give to other members as requested.
4. **National Library Week – April 6-12, 2025**
	* Theme is “Drawn to the Library”
		+ April 9 is also “Book Mobile Day”
	* Martha Sampson will set up a bulletin board display
	* Announcement will be added to the City Hall marquee
	* Tammy Sollenberger will contact the coordinator of the After School Program for possible participation by the children in a poster design contest

 **VI NEW BUSINESS**

1. **FY2026 Budget Request**
	* A budget request of $6,350 will submitted to the BOC for the FY2026 Fiscal Year (July 1, 2025 – June 30, 2026)
		+ $6,000 for operational costs, new books and supplies. This also includes funds for equipment for the new library space
		+ $350 for online subscriptions
2. **Set date for Budget discussion**
	* Budget discussion was completed during New Business
3. **Change meeting time to 9:30am**
	* A proposal was made by Tammy Sollenberger to change the meeting start time to 9:30am from 10:00am
		+ Seconded by Marlene DeFrancesco
		+ Passed 4-0

**VII PURCHASES & DONATIONS & BUDGET REVIEW**

1. Cash donation of $57 was received
2. Approximately $200 was spent on new book purchases during the month

**VIII ANNOUNCEMENTS**

1. The next Library Commission meeting will be on Thursday, March 13, 2025 at 9:30am
2. The next Board of Commissioners meeting will be on Tuesday, March 3 at 6:30pm
3. National Library Week will be April 6 – 12, 2025

**IX NEXT MEETING AGENDA ITEMS**

1. Training workshop
2. Facebook page management
3. National Library Week planning

**X. ADJOURNMENT:** Sherrie Kuzian adjourned the meeting at 11:10 AM**.**

**Motion:** Tammy Sollenberger

SECOND: Marlene DeFrancesco

Adjournment approved: Vote 4-0

Respectfully submitted,

Margaret E Boyne

Secretary