

**Lexington County Library Board Meeting**  
**Lexington Main Library**  
**January 28, 2019**  
**10:30 A.M.**

**Minutes**

The Lexington County Library Board held its regular January meeting on Monday, January 28, 2019, at 10:30 A.M. at the Lexington Main Library.

Members attending:	Mrs. Kerr	Mrs. McClintic
	Mrs. Romans	Mr. Fellows
	Mrs. Spires	Mrs. Riley
	Mr. Duke	Mr. Taylor

Also attending the meeting:

- Kelly Poole, Director
- Michelle Williams, Deputy Director
- Jacqui Enlow, Financial Coordinator
- Jennifer Steele, Administrative Assistant

Mr. Fellows gave the Invocation.

Chair Kerr asked if there were any additions or corrections to the December 3, 2018 Meeting Minutes. Since there were none, Chair Kerr asked for a motion to approve the December 2018 Meeting Minutes. Chair Kerr made the motion. Mr. Fellows seconded.

In Favor:	Mrs. Kerr	Mrs. McClintic
	Mrs. Romans	Mr. Fellows
	Mrs. Spires	Mrs. Riley
	Mr. Duke	Mr. Taylor

Chair Kerr asked if there was any Committee Reports.

Mr. Fellows stated that the Notary Service policy is being reviewed by the County attorney.

Mr. Duke, Chair of Facilities Committee will have an update for the February 25, 2019 meeting.

Director Poole asked if the Board would consider inserting a budget request for SC State Aid Funds under New Business on the Agenda. Chair Kerr asked for a motion to add the budget request to the Agenda. Mr. Fellow made the motion. Mrs. Riley seconded.

In Favor:	Mrs. Kerr	Mrs. McClintic
	Mrs. Romans	Mr. Fellows
	Mrs. Spires	Mrs. Riley
	Mr. Duke	Mr. Taylor

Chair Kerr asked if there was any Unfinished Business.

Mr. Fellows made several suggestions in regard to the following policies: Internet Policy, Internet User Agreement, and the WIFI Policy. Mr. Fellows asked that these changes be made and will have the Board vote on them during the February meeting.

Director Poole asked the Board to approve the use of State Aid funds for a Mesh Network and switches. Chair Kerr asked for a motion to approve the funds from State Aid for the Mesh Network and switches. Mr. Duke made the motion. Mr. Fellows seconded.

In Favor:	Mrs. Kerr	Mrs. McClintic
	Mrs. Romans	Mr. Fellows
	Mrs. Spires	Mrs. Riley
	Mr. Duke	Mr. Taylor

Director Poole gave the Director's Report and shared the Bank Reconciliation Report for December 2018.

Director Poole gave a report of the mid-year progress toward the objectives in the Strategic Plan.

Chair Kerr asked if there was any New Business. Chair Kerr reported the Finance Committee met Thursday, January 24, 2019 to discuss the FY 2019-20 Library Budget. The Finance Committee consists of Chair Kerr, Vice Chair Spires, Mr. Fellows, Mrs. Sturkie, and Mr. Taylor. The Finance Committee approved and recommended the Library Budget as requested.

Director Poole distributed the budget summarization to the Board and gave an overview of the following:

1. Local Funds: first page of budget breakdown is based on revenues. Director Poole gave an overview of revenues listed and noted that we are well within our budget request.
  - New Programs:
    - i. Full Time Clerk to Part Time Clerk and Part Time Library Assistant II
    - ii. Part Time Administrative Assistant II to Full Time
    - iii. Web Developer
    - iv. Executive Assistant
    - v. Deputy Director – Public Services
    - vi. 230 Extra Hours Pool, Chapin Branch Library
    - vii. 230 Extra Hours Pool, Pelion Branch Library
    - viii. Library Assistant III, Lexington Main Library
  - Capital Items:
    - i. Small Tools & Minor equipment
    - ii. Microforms

- iii. Library Materials (Books, Audiovisual)
  - iv. Minor Software
  - v. Infrastructure Contingency
  - vi. Dell 23” Monitors – replacement (5)
  - vii. Digital Infra-Red HD 4 Camera System for Pelion Branch Library - new
  - viii. Flooring at Gaston Branch Library – replacement
  - ix. HVAC for Gilbert Branch Library (2) – replacement
  - x. HVAC for Lexington Main Library (3) – replacement
  - xi. Fire Alarm System for Lexington Main Library – replacement
  - xii. Renovation at Lexington Main Library - new
2. Escrow: revenue is from both interest and non-resident user fees:
    - Small tools or equipment
    - Capital Contingency
  3. State Aid: Estimated revenue at \$1.75 per capita in FY 20 but we are advocating for \$2.25 per capita.
    - Library Materials (books, audiovisual)
    - Computers – replacements (15)
    - Youth Services desk at Lexington Main Library
    - Marquee Sign – Swansea Branch Library - new
  4. Federal Funds: (LSTA Grants): This is a federally funded program administered through the State Library. As grants are applied for and received, funding will change.
  5. State Lottery Funds: Unclaimed lottery funds are distributed annually.

Chair Kerr asked for the motion to approve the Budget FY 2019-20. Mr. Fellows made the motion to approve the Budget. Mrs. Riley seconded.

In Favor:	Mrs. Kerr	Mrs. McClintic
	Mrs. Romans	Mr. Fellows
	Mrs. Spires	Mrs. Riley
	Mr. Duke	Mr. Taylor

Mrs. Kerr asked for the motion to adjourn. Mrs. Spires made the motion. Mrs. McClintic seconded.

In Favor: Mrs. Kerr  
Mrs. Romans  
Mrs. Riley  
Mr. Taylor

Mrs. McClintic  
Mrs. Spires  
Mr. Duke

Next Meeting will be February 25, 2019.