

MINUTES
Lexington County Library Board Meeting
Lexington Main Library
January 29, 2024
3:30 PM

The Lexington County Library Board held its regularly scheduled meeting on Monday, January 29, 2024 in the Lexington Main Library beginning at 3:30 PM. Chair Linda Griffith presided.

Mrs. Linda Griffith gave the Invocation.

Members Attending:	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mrs. Stephanie Sturkie	Mr. Vachel Jones
	Mr. Bill Jones	Mr. George Duke
	Dr. Renita Irving	Ms. Kay Mein
	Dr. Maria Arroyo	

Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director of Personnel; Amber Conger, Deputy Director of Operations; Wendy Groscoat, Executive Assistant and patron Sam Scott

In accordance with the Freedom of Information Act, a copy of the agenda was posted on the Library’s website and in the lobby of the Lexington Main Library.

Adoption of Agenda – Board Meeting on January 29, 2024

Chair Linda Griffith asked for a motion to adopt the agenda. Mr. Bill Jones made a motion to adopt the January 29, 2024, agenda, seconded by Mrs. Stephanie Sturkie.

Chair Linda Griffith called for the vote.

In Favor:	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mrs. Stephanie Sturkie	Mr. Vachel Jones
	Mr. Bill Jones	Mr. George Duke
	Dr. Renita Irving	Ms. Kay Mein
	Dr. Maria Arroyo	

Approval of Minutes – Board Meeting on November 27, 2023

Chair Linda Griffith asked if there were any additions or corrections to the November 27, 2023, meeting minutes. Mr. George Duke made a motion to accept the November 27, 2023, seconded by Mr. Bill Jones.

Chair Linda Griffith called for the vote.

In Favor: Mrs. Linda Griffith Mrs. Tiffany Lastinger
 Mrs. Stephanie Sturkie Mr. Vachel Jones
 Mr. Bill Jones Mr. George Duke
 Dr. Renita Irving

Abstained: Ms. Kay Mein
 Dr. Maria Arroyo

Chairman’s Report

Chair Linda Griffith shared with the Board that she attended several Friends meetings: Cayce-West Columbia, Swansea and Irmo, and accompanied Director Poole at the County Council Retreat during her Library Services presentation.

Announcements – there were none.

Committee Reports – Vice Chair Bill Jones asked if there were any Committee Reports.

- **Finance Committee** (Mrs. Stephanie Sturkie) – Committee Chair Stephanie Sturkie reported out the committee’s approval and recommendation of the FY 24-25 Budget Request to the full Board to vote under New Business.
- **By-Laws and Library Policies Committee** (Mr. George Duke) – Committee Chair George Duke shared with the Board that pending updates to Policy C 10.2 would be discussed under New Business.
- **Long-Range Planning/Advocacy Committee** (Mr. Bill Jones) – There was none.
- **Facilities/Branch Committee** (Mr. Bill Jones) – There was none.

Director’s Report – Director Poole gave the Director’s Report and shared the Bank Reconciliation Reports for November and December 2023.

Deputy Director Amber Conger updated the Board that she attended the SC Association of Library Administrators (SCAPLA) meeting on January 24, 2024 in Columbia. She shared that Leesa Aiken from SC State Library presented the budget request for SC State Aid to Public Libraries for \$3.00/capita for the next fiscal year.

Director Poole shared with the Board that the newest Mobile Library bus is now ready to be picked up from Fleet Services. This newest mobile library bus, lovingly named Nova, is ADA accessible and will be a valuable addition to the Mobile Library fleet. There will be a Grand Opening Ceremony & Ribbon Cutting at Lexington Main Library in March. County Council, Library Board members, the Lexington Chamber and many more will be invited to attend.

Unfinished Business – Vice Chair Bill Jones asked if there was any Unfinished Business. There was none.

New Business – Vice Chair Bill Jones asked if there was any New Business.

Budget Request FY 24-25

Director Poole presented to the Board the FY 2024-25 annual budget that was accepted by the Finance Committee on January 24, 2024. She reviewed the budget processes and procedures for both the Library and the County for the benefit of the new Board members. Director Poole then provided an overview of the FY 2024-25 budget recap – to include local revenue, anticipated and projected library revenue, new programs, local contingency, and South Carolina State Aid to Public Libraries – to include SC State Aid anticipated revenue and appropriations, Escrow funds, Lottery funds, E-Rate funds, Miscellaneous grants and Federal (LSTA) funds. Key changes were noted due to item costs and new programs.

Key changes for FY 25

- Decrease in Small Tools of \$14,000
- Increase in Program Supplies and Summer Reading Incentives of \$3,660
- Decrease in Library Materials (Local) of \$150,000 (Will rollover additional current funds)
- Personnel Contingency is \$193,813
- Increase in New Programs (4.5 FTE) of \$323,346

Mrs. Stephanie Sturkie made a motion to accept the proposed FY 2024-25 Annual Budget Request and present it to County Council, seconded by Mrs. Tiffany Lastinger.

Vice Chair Bill Jones called for the vote.

In Favor:	Mrs. Stephanie Sturkie	Mrs. Tiffany Lastinger
	Dr. Maria Arroyo	Mr. Vachel Jones
	Mr. Bill Jones	Mr. George Duke
	Dr. Renita Irving	Ms. Kay Mein

Policy Update C 10.2 – Determine Eligibility for a Library Card

Director Poole reviewed with the Board that the update to this policy pertains to the additional consideration needed to add potential restrictions to children’s library cards for ages 12 and younger to block them from checking out adult fiction material. Director Poole used examples from several library systems on how to best accommodate this restriction. Board members concurred that they do not want library policies to create obstacles for both patrons and staff, and they want to ensure that the library maintains a welcoming environment. They also stated that parental guidance at sign up was the least restrictive, and would encourage verbiage reaffirming the role of parent/guardian to determine what their child checks out. After much discussion, it was determined by the Board that more information is required before making a final decision on this policy update. Mrs. Stephanie Sturkie made a motion to table the discussion and make this an

agenda item again under Unfinished Business at the next Board meeting on February 26, seconded by Dr. Renita Irving.

Vice Chair Bill Jones called for the vote.

In Favor:	Mrs. Stephanie Sturkie	Mrs. Tiffany Lastinger
	Dr. Maria Arroyo	Mr. Vachel Jones
	Mr. Bill Jones	Mr. George Duke
	Dr. Renita Irving	Ms. Kay Mein

Educational Segment

Director Kelly Poole shared with the Board the presentation on Library Services that she presented to County Council during their Strategic Plan Retreat on January 20, 2024. The presentation promotes the Library’s FY 22-24 Strategic Plan Goals: Goal 1 – Increase Services, Goal 2 – Provide Easier Access to Library Resources, Goal 3 – Increase Community Awareness and Goal 4 – Support and Develop Trained, Knowledgeable Staff. She highlighted the facility improvements made to Library buildings in FY23 and provided a ‘By the Numbers’ statistical review for FY23. There was a slide for each branch that showcased the year the facility was built and the square footage, along with some of the highest stats of programs and services for that branch.

Adjournment – Mr. George Duke moved to adjourn, seconded by Mr. Vachel Jones.

Vice Chair Bill Jones called for the vote.

In Favor:	Dr. Maria Arroyo	Dr. Renita Irving
	Mr. Vachel Jones	Ms. Kay Mein
	Mr. Bill Jones	Mr. George Duke

There being no further business, the meeting adjourned at approximately 5:15 PM.

Next meeting will be 3:30 PM on February 26, 2024.

Respectfully submitted,

Wendy D. Groscost
Executive Assistant

Kelly R. Poole
Director