

**MINUTES**  
**Lexington County Library Board Meeting**  
**Lexington Main Library**  
**February 26, 2024**  
**3:30 PM**

The Lexington County Library Board held its regularly scheduled meeting on Monday, February 26, 2024 in the Lexington Main Library beginning at 3:30 PM. Chair Linda Griffith presided.

Mrs. Stephanie Sturkie 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; Amber Conger, Deputy Director of Operations; Wendy Groscoast, Executive Assistant; Tammie Harris, Systems Librarian; Amajah Langford, Communication Coordinator; Matt Steinmetz, Patron Training & Technology Coordinator; Matthew Smith, Staff Development Coordinator; Katrina Portwood, Library Assistant III, Reference – Irmo Branch 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 February 26, 2024

Chair Linda Griffith asked for a motion to adopt the agenda. Mr. Bill Jones made a motion to adopt the February 26, 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 January 29, 2024

Chair Linda Griffith asked if there were any additions or corrections to the January 29, 2024, meeting minutes. Mr. George Duke made a motion to accept the January 29, 2024, 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	Ms. Kay Mein
	Dr. Maria Arroyo	

### **Chairman’s Report**

Chair Linda Griffith shared with the Board that she attended the 2024 Friends of the Lexington Main Library’s Father Daughter Dance held Saturday, February 17, at Lexington High School. It was an awesome event with more than 1200 people in attendance. She also attended the Friends meeting at the Irmo Branch with more than 30 people in attendance.

**Announcements** – There were none.

**Committee Reports** – Chair Linda Griffith asked if there were any Committee Reports.

- **Finance Committee** (Mrs. Stephanie Sturkie)

#### **Approval of Minutes - Finance Committee Meeting of January 24, 2024**

Committee Chair Stephanie Sturkie asked if there were any additions or corrections to the January 24, 2024, Finance Committee meeting minutes. Mrs. Stephanie Sturkie made a motion to accept the January 24, 2024 Finance Committee minutes as written, seconded by Mr. George Duke.

Committee Chair Stephanie Sturkie called for the vote.

In Favor:	Mr. George Duke	Mrs. Stephanie Sturkie
	Mrs. Tiffany Lastinger	

- **By-Laws and Library Policies Committee** (Mr. George Duke) – There was none.
- **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 Report for January 2024.

Director Poole informed the Board that she will make a request at the next County Council meeting to apply for the Summer Reading Grant with the SC State Library. This year’s theme is “Adventure Begins at Your Library.” As part of this grant request, the Youth Services Coordinator is putting together a total

of 13 backpacks focusing on STEM/literacy initiatives – one at each of the small and medium branches and two at the large branches – that have a variety of contents including binoculars, books relating to SC parks and wildlife. These backpacks will be available to check out and will become part of the Library’s realia collection, also known as “Library of Things.”

Director Poole shared with the Board that the Grand Opening & Ribbon Cutting Ceremony for our newest Mobile Library will be held on Monday, March 25, 2024 at 2:00 PM, directly prior to the March Board Meeting. State and local government officials, school district, and business and local leaders from Lexington County and the Midlands community have also been invited to attend.

Deputy Director Amber Conger shared that she and several staff members were in the process of creating a Parents’ Guide brochure to provide information about library resources and the options open to parents when it comes to their children’s access to our materials and services. This will improve our communication with parents and caregivers so they understand what we do and how that relates to helping their children have the best library experience possible. This brochure will outline information that families may need so they are empowered to have an experience that aligns with their values related to their children’s access to materials, library cards, the internet, facility use, etc.

Deputy Director Amber Conger also shared that we have more formalized the library partnership with Turning Pages, a local non-profit that provides literacy tutoring for adults to improve reading skills. Patron Training & Technology Coordinator Matt Steinmetz informed the Board that the library is also planning on restarting the Palmetto Scribe literary competition. Local authors will be available for patrons to ask questions and find out what's next on their list. High school students are invited to provide samples of their own writing for review. Books will be available for purchase and signing at this event. The library will also have live cello music, raffle prizes and the introduction of the Palmetto Scribe Short Story Contest winner.

**Unfinished Business** – Chair Linda Griffith asked if there was any Unfinished Business.

### **Juvenile Library Card Restrictions**

Mrs. Stephanie Sturkie made a motion to un-table the discussion from the January 29, 2024 Library Board Meeting regarding Juvenile Library Card restrictions, seconded by Mr. Bill Jones. Director Poole informed the Board that since the last Board Meeting, she had researched how many times adult materials were checked out under a library card for a child aged 14 and under since February 2023 for the entire Library system. She found that this had occurred only 153 times out of more than 900,000 transactions. She will continue to research as this is an ongoing topic. Mr. Bill Jones shared that he had visited five different branch libraries and had asked staff at each location how often did they have young people requesting adult material? The answer he received was zero. Board Members again agreed 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, again, 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. They felt that the Parents’ Guide would be a great asset. It was encouraged to provide the Parents’ Guide in Spanish as well. It was, again,

determined by the Board that more information is required before making a final decision on this policy update. Further discussion of this topic will fall under Unfinished Business at the March 25, 2024 Library Board Meeting.

**New Business** – Chair Linda Griffith asked if there was any New Business. There was none.

## **Educational Segments**

### **Strategic Plan Update**

Goal champions for the Library's Strategic Plan FY 22-24 each presented their team's information to the Board.

### **Goal 1 – Increase Services**

- Objective 1: Provide online payment system
  - Action items completed:
    - Review portal with Treasurer's office and Community Development FY23 Q1
    - Create Statement of Work with Envisionware and requisition FY23 Q2
    - Met with Envisionware FY24 Q1 to establish installation process and financial-side requirements
  
- Objective 2: Expand Material Types to meet broader needs of the community
  - Action items completed:
    - Evaluate other types of materials FY23 Q2
    - Identify Policy modifications FY23 Q2
    - Develop circulating pass system with local parks and museums, including State Parks, Columbia Museum of Art FY23 Q3, Cayce Historical Museum, and Lexington County Museum FY23 Q4
  
- Objective 3: Improve functionality of and access to patron-facing technology
  - Action items completed:
    - Acquire iMac hardware and software including Adobe CC FY23 Q4
    - Admin and reference staff training FY23 Q4
    - iMacs installation FY24 Q1
    - Install Spanish Inets at PE, GA, BA and CWC FY23 Q2 (SC-PR added FY24 Q3)
    - Install XMFax FY23 Q2. Success rate up, from 67% to 90%
    - Copier replacement allows for color copies FY24 Q1
    - Replace WiFi system for better performance and reach, including new bus FY24 Q2
  
- Objective 4: Augment local history collection
  - Action items completed:
    - Establish baseline measurement: codify SC shelf location/deselection FY 23 Q2
    - Establish materials budget and protocol for FY24 Q2

- Clean and evaluate SC Room collection to establish baseline of collection FY23 Q3
    - Add shelving and storage for scanning FY24 Q1
    - Procure Quartex scanning platform FY24 Q3
- Objective 5: Provide a broader range of programs and events that reflect the community
  - Action items completed:
    - Develop survey FY23 Q4
    - Track partnerships FY23 Q1 - ongoing
    - Analyze County demographic FY23 Q2
    - Compile community analysis data FY23 Q3
    - Distribute survey results to programmers and branches FY23 Q4
- Objective 6: Support local businesses and increase business-related services
  - Action items completed:
    - Ongoing outreach to local businesses
    - Joined four local Chambers of Commerce FY24 Q3 (fifth pending)
    - Create small business resource flyer; dispersed to SRP partners FY23 Q4

## **Goal 2 – Provide Easier Access to Library Resources**

- Objective 1: Improve access to library card ownership
  - Action items completed:
    - Research current trends and practices in library card policies FY23 Q1
    - Review and revise policies C10.1, C10.2, C10.3 and C10.4 FY23 Q3
- Objective 2: Improve access to services for non-English speaking community
  - Action items completed:
    - Awarded multicultural grant for Spanish collection for mobile library
    - Evaluated need and created promotional materials in Spanish (ongoing)
    - Increased partnerships for outreach to non-native-English speakers (6)
- Objective 3: Improve online access to library services
  - Action items completed:
    - Create online readers' advisory form for children FY23 Q1
    - Create online purchase request form FY23 Q1
    - Select and procure mobile app FY23 Q1
    - Create monthly e-mail newsletter FY23 Q4
    - Improve access to databases through email authentication/proxy FY24 Q1
- Objective 4: Provide library facilities that are appealing and accessible
  - Action items completed:
    - ADA audit by Able SC FY23 Q1
    - LCPL branch audits FY23 Q2
    - Evaluate LCPL branch audits FY23 Q3
    - Begin tracking mobile library door count FY22 Q4
    - Evaluate branch hours (Goal 1: Objective 1) FY24 Q3
- Objective 5: Improve customer service experience
  - Customer service analysis workshop

- Objective 6: Promote a Culture of Inclusivity
  - Community analysis
  - Expanded provisional card eligibility
  - Expanded terms of active library cards
  - Disability awareness training for all staff
  - Increased online service availability via website and mobile app
  - 2nd Mobile Library bus in operation

**Goal 3 – Improve Community Awareness**

- Objective 1: Increase social media presence
  - Action items completed:
    - Evaluate current and potential media platforms FY22 Q4
    - Evaluate how others use platforms and potential new platforms FY22 Q4
    - Develop marketing schedule and plan for social media FY23 Q1
- Objective 2: Increase advocacy, outreach and partnerships
  - Action items completed:
    - Define outreach and partnerships FY22 Q1
    - Create a partnership database FY23 Q4
    - Create an online outreach request form FY24 Q1
- Objective 3: Increase non-social media marketing presence
  - Action items completed:
    - Evaluate current and potential media outlets FY22 Q3
    - Develop a marketing schedule and plan for library/literacy initiatives FY23 Q1
    - Create a marketing support committee FY23 Q2

**Goal 4 – Support and Develop Trained, Knowledgeable Staff**

- Objective 1: Improve retention to reduce turnover and retain trained and knowledgeable staff
  - Action items completed:
    - Share survey results with all staff FY23 Q3
    - Analyze survey results and identify areas for improvement FY23 Q3
    - Develop action plans for areas of improvement FY23 Q1
    - Implement survey annually – repeat in FY24 Q2
- Objective 2: Expand recruitment efforts to attract more qualified applicants
  - Action items completed:
    - Seek out additional marketing methods FY22 Q4
    - Utilize social media and internal marketing more frequently FY22 Q4
- Objective 3: Expand Staff Development Program to support new succession development opportunities
  - Action items completed:
    - Add “Leadership” category to the Staff Development Plan FY23 Q3
    - Finalize the Mentorship Guidelines FY23 Q3
    - Implement Mentorship program FY23 Q4

## **Irmo Friends Project**

Katrina Portwood, Library Assistant III – Reference, presented a proposal with the Friends of the Irmo Library to build an outdoor space at the Irmo Branch. She talked about the benefits of an outdoor space, the health benefits of being outside and the benefits of creating a more usable space given that the southwest parking and garden areas are rarely used and difficult to access. There are many uses for this space such as: yoga, summer reading, garden programs, book clubs and larger programs. The vision for this outdoor space follows in-line with the County’s Comprehensive Plan goal to incentivize new models of development that support redevelopment and revitalization of existing, older developed areas, and with LCPL’s Strategic Plan Goal #2: Provide Easier Access to Resources – Objective 4: Provide appealing and accessible library facilities to a wider range of patrons.

**Adjournment** – Ms. Kay Mein moved to adjourn, seconded by Dr. Maria Arroyo.

Chair Linda Griffith called for the vote.

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

There being no further business, the meeting adjourned at approximately 5:35 PM.

Next meeting will be 3:30 PM on March 25, 2024.

Respectfully submitted,

Wendy D. Groscost  
Executive Assistant

Kelly R. Poole  
Director