

MINUTES
Lexington County Library Board Meeting
Lexington Main Library
November 30, 2020
10:30 a.m.

The Lexington County Library Board held its regularly scheduled meeting on Monday, November 30, 2020 in the Lexington Main Library beginning at 10:30 a.m. Chairman Mary Ann McClintic presided.

Chairman Mary Ann McClintic gave the Invocation.

Members Attending: Mrs. Mary Ann McClintic Mr. George Duke (remotely)
 Mr. Vachel Jones Mr. Bill Jones
 Mrs. Joyce Romans Mrs. Cherise Arrendale (remotely)
 Mrs. Linda Griffith

Members Absent: Mrs. Stephanie Sturkie (Work Conflict)
 Mrs. Louise Riley (Illness)

Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director (remotely); Amber Conger, Deputy Director; and Wendy Groscoat, Executive Assistant; Jennifer Steele (remotely) and Sam Jones - guest of Mr. Bill Jones.

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.

Amendment to Agenda

Chair Mary Ann McClintic called for a vote to change the agenda under New Business to add an additional policy (# 0. Expand LCPL Branch Operating Hours) for the Board to vote on. Chair Mary Ann McClintic moved to change the agenda, seconded by Mrs. Linda Griffith.

Chair Mary Ann McClintic called for the vote.

In Favor: Mrs. Mary Ann McClintic Mrs. Linda Griffith
 Mr. Vachel Jones Mr. Bill Jones
 Mrs. Joyce Romans Mrs. Cherise Arrendale (remotely)

Opposed: Mr. George Duke (remotely)

**Request from Mrs. Kitty Spires – (President)
Friends of South Congaree-Pine Ridge Branch Library**

Kelly Poole spoke on behalf of Mrs. Kitty Spires to make the request for the Friends Groups to be able to host alternative fundraisers. The Friends of the South Congaree-Pine Ridge Branch Library would like to create a brick paver walkway within the Reading Garden. The fundraiser would allow for patrons to purchase a brick with an inscription of their choosing to then be placed in the walkway. With the Board’s approval, the request will be presented at the County Council meeting held on December 8, 2020.

Several Board members discussed the logistics and costs involved for the installation and upkeep/maintenance of the walkway. Director Poole let the Board know that these will be taken into consideration before the project begins if approved.

Mr. Bill Jones made a motion for the Friends of the South Congaree-Pine Ridge Branch Library to present the fundraiser request to County Council on December 8, 2020, seconded by Mrs. Linda Griffith.

Chair Mary Ann McClintic called for a vote.

In Favor:	Mrs. Mary Ann McClintic	Mrs. Linda Griffith
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Joyce Romans	Mrs. Cherise Arrendale (remotely)

Opposed: Mr. George Duke (remotely)

Approval of Minutes – Meeting of October 26, 2020

Chair Mary Ann McClintic asked if there were any additions or corrections to the October 26, 2020 meeting minutes. There was none. Chair Mary Ann McClintic moved to approve the October 26, 2020 minutes, seconded by Mr. Bill Jones.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke (remotely)
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Joyce Romans	Mrs. Cherise Arrendale (remotely)

Abstained: Mrs. Linda Griffith

Director Poole discussed the possibility of adopting a fine free policy in the future, and provided a listing created by Suri Smith, Circulation Librarian, of other counties that have already done so. The Board wished to thank Suri for her hard work.

Chairman’s Report –There was none.

Committee Reports – Chair Mary Ann McClintic asked if there were any Committee Reports. There were none.

Director’s Report – Director Poole gave the Director’s Report and shared the Bank Reconciliation Report for October 2020.

Director Poole discussed that she would be presenting the E-Rate request to County Council at the next meeting. This is a federally funded program designed to help libraries with technology-related services. Special thanks to Tami Harris, Systems Librarian, for her work in researching and developing this project.

Director Poole also discussed the November Kindness Project. Many staff participated by writing blog posts and creating virtual programs on thankfulness and gratitude. Staff and patrons also created homemade cards to send to nursing homes and other long-term care facilities sending messages of positivity and love.

Unfinished Business – Chair Mary Ann McClintic asked if there was any Unfinished Business. There was none.

New Business – Chair Mary Ann McClintic asked if there was any New Business.

- **Policies**

- 0. **Expand LCPL Branch Operating Hours**

- Director Poole asked for the Board to support the recommendation to expand the operating hours for each Library Branch location. The goal of this request is for the Library to be as fully accessible as possible knowing that COVID is a long-term consideration. Decisions for open hours of operation will be made branch by branch. Hours will be posted on the Library website, Facebook, press releases and on each branch’s entry door. Hours are subject to change based on staff availability.

Mr. Bill Jones made the observation that the Board should not be involved in the operations for the branches. Those decisions should be left up to the Library Director and Administration. Mr. Bill Jones made the motion to give the Library Director the power to adjust hours of operations accordingly, seconded by Mr. Vachel Jones.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke (remotely)
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Joyce Romans	Mrs. Cherise Arrendale (remotely)
	Mrs. Linda Griffith	

- 1. **Laptop Circulation Policy – A 35 (new)**

- In order to provide flexible computer access, the Library will loan laptops (only for use inside of the Library) to current library cardholders according the regulations and loan periods set forth in the policy. These laptops were provided through the CARES Act.

- 2. **Determining Eligibility for a Library Card – C 10.2 (update)**

- The updated change to Policy C 10.2 would allow for current employees of Lexington County government to receive a library card at no cost. Director Poole shared a letter of

gratitude from a County staff member that lived out of County thanking the Irmo Branch for allowing her to obtain a library card. To allow this benefit is a huge investment in the personal and professional growth of County employees.

3. Circulation Period Loan Limits and Renewals Policy – C 10.5 (Update)

The updated change to Policy C 10.5 would increase the loan period to 21 days for hardcopy library materials.

4. Damaged Items Policy – C 30 (update)

The change to Policy C 30 provides updated regulations and procedures for the handling of damaged items.

Mrs. Linda Griffith made the motion to accept the policies (1,2,3,4) listed above, seconded by Mr. Bill Jones.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke (remotely)
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Joyce Romans	Mrs. Cherise Arrendale (remotely)
	Mrs. Linda Griffith	

- **Board Meeting Schedule**

The 2021 Meeting Schedule was presented to the Board for approval.

Chair Mary Ann McClintic made a motion to accept the 2021 Board Meeting Schedule, seconded by Mr. Vachel Jones.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke (remotely)
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Joyce Romans	Mrs. Cherise Arrendale (remotely)
	Mrs. Linda Griffith	

- **Board Officers**

Mrs. Linda Griffith made a motion to elect by acclamation and reappoint the current officers for the 2021 calendar year, seconded by Mr. Bill Jones.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke (remotely)
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Joyce Romans	Mrs. Cherise Arrendale (remotely)
	Mrs. Linda Griffith	

Adjournment - Mrs. Linda Griffith moved to adjourn, seconded by Mr. Bill Jones.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke (remotely)
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Joyce Romans	Mrs. Cherise Arrendale (remotely)
	Mrs. Linda Griffith	

There being no further business, the meeting adjourned at approximately 12:07 p.m.

Next Meeting will be 3:30 p.m. on January 25, 2021.

Respectfully submitted,

Wendy D. Groscost
Executive Assistant

Kelly R. Poole
Director