

**MINUTES**  
**Lexington County Library Board Meeting**  
**Lexington Main Library**  
**January 25, 2021**  
**3:30 p.m.**

The Lexington County Library Board held its regularly scheduled meeting on Monday, January 25, 2021 in the Lexington Main Library beginning at 3:36 p.m. Chairman Mary Ann McClintic presided.

Chairman Mary Ann McClintic gave the Invocation.

Welcome to Mrs. Susie Hendrix, Board member appointed by Councilman Larry Brigham of District 2 to fill the vacancy after the passing of Mrs. Louise Riley in December 2020.

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

Members Absent:       Mrs. Stephanie Sturkie (Work Conflict)

Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director (remotely); Amber Conger, Deputy Director (remotely); Wendy Groscost, Executive Assistant; Jennifer Steele, Administrative Assistant (remotely); Jacqui Enlow, Financial Coordinator (remotely); Jennifer Philips, new Financial Coordinator (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.

**Approval of Minutes – Meeting of November 30, 2020**

Chair Mary Ann McClintic asked if there were any additions or corrections to the November 30, 2020 meeting minutes. There was none. Mrs. Linda Griffith moved to approve the November 30, 2020 minutes, seconded by Mr. Bill Jones.

Chair Mary Ann McClintic called for the vote.

In Favor:                   Mrs. Mary Ann McClintic       Mr. George Duke  
                                  Mr. Vachel Jones               Mr. Bill Jones  
                                  Mrs. Joyce Romans              Mrs. Linda Griffith

Abstained: Mrs. Cherise Arrendale  
Mrs. Susie Hendrix

**Chairman’s Report** –There was none.

**Committee Reports** – Chair Mary Ann McClintic asked if there were any Committee Reports. The Finance Committee met on January 20, 2021. Chair Mary Ann McClintic gave an overview of the budget discussion during the meeting and that the Finance Committee voted to present the FY 21-22 budget to the Library Board for approval.

**Director’s Report** – Director Poole gave the Director’s Report and shared the Bank Reconciliation Reports for November and December 2020.

Director Poole introduced Jennifer Phillips, the new Financial Coordinator that is taking over the position due to Jacqui Enlow’s retirement in February 2021.

Chair Mary Ann McClintic requested to discuss a memorial for Mrs. Louise Riley, possibly a tree planted at the Batesburg-Leesville Library Branch. Director Poole let the Board know that the Library does not have a policy regarding donations that extends beyond books or a plaque in the Lexington Main Library Branch. Mrs. Linda Griffith made a recommendation to add Mrs. Louise Riley’s name to the plaque in honor of her years of service on the Library Board, seconded by Mrs. Susie Hendrix.

Chair Mary Ann McClintic called for the vote.

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

Director Poole discussed that the Library staff will research and draft a policy to include possible levels for fundraising and sponsorship. She also informed the Board that Library staff would be interested in helping to purchase a tree for the Batesburg-Leesville Library Branch in honor of Mrs. Louise Riley.

Director Poole discussed the reduction of quarantine time for hardcopy materials from five days to one day, and the reduction of loan limits from six weeks to three weeks.

Director Poole gave an overview of the bank reconciliations for November and December 2020, along with the monthly reports, to inform the Board of the deposit accounts and types.

**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.

## Budget Request FY 21-22

- Director Poole presented an overview for the Board of the FY 21-22 requested budget. She reviewed Local, Escrow and State Aid funds, Capital Items and New Programs for the benefit of new staff and new Board members to the budget process.
  - Key changes for FY 22
    - Decrease in in-person contracted literacy programs of \$15,000 – due to there not being as many programs.
    - Increase in Operating Expenses by \$2,000 – For Summer Reading Programs, etc.
    - Decrease Library Materials (State and Local), but overall budget increase of \$185,000 with carryover funds.
    - Increase in Subscriptions – Overdrive (Libby) acquired RB Digital (online magazines)
    - CPI is 1.23
    - Addition and/or reclassification of four staff members

Mr. Bill Jones made a motion to accept budget and present to County Council, seconded by Mr. Vachel Jones.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke (electronic)
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Linda Griffith	Mrs. Cherise Arrendale
	Mrs. Susie Hendrix	

## Temporary Policy

- Director Poole presented two policy extensions through April 30, 2021. These policy extensions will be reevaluated at the April 26, 2021 Board meeting.
  - Suspend overdue fines through April 30, 2021.
  - Suspend use of Library meeting rooms through April 30, 2021.

Mrs. Linda Griffith moved to approve the Temporary Policies as presented, seconded by Mr. George Duke.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Linda Griffith	Mrs. Cherise Arrendale
	Mrs. Susie Hendrix	

**Board Officer**

- Director Poole asked for the Board to elect a Vice Chair due to the passing of Mrs. Louise Riley.

Mrs. Susie Hendrix made a motion to nominate Mrs. Linda Griffith as Vice Chair, seconded by Chair Mary Ann McClintic.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Linda Griffith	Mrs. Cherise Arrendale
	Mrs. Susie Hendrix	

**Adjournment** - Mrs. Susie Hendrix moved to adjourn, seconded by Mrs. Mary Ann McClintic.

Chair Mary Ann McClintic called for the vote.

In Favor:	Mrs. Mary Ann McClintic	Mr. George Duke
	Mr. Vachel Jones	Mr. Bill Jones
	Mrs. Linda Griffith	Mrs. Cherise Arrendale
	Mrs. Susie Hendrix	

There being no further business, the meeting adjourned at approximately 5:37 p.m.

Next Meeting will be 3:30 p.m. on February 22, 2021.

\*Some members attending virtually had technical difficulties during the meeting and were unable to vote.

Respectfully submitted,

Wendy D. Groscost  
Executive Assistant

Kelly R. Poole  
Director