

**MINUTES (Amended 2/27/2023)**  
**Lexington County Library Board Meeting**  
**Lexington Main Library**  
**January 30, 2023**  
**3:30 PM**

The Lexington County Library Board held its regularly scheduled meeting on Monday, January 30, 2023 in the Lexington Main Library beginning at 3:30 PM. Chair Linda Griffith presided.

Mrs. Mary Ann McClintic gave the Invocation.

Members Attending:	Mrs. Linda Griffith	Mr. Bill Jones
	Mrs. Mary Ann McClintic	Dr. Renita Irving
	Mrs. Stephanie Sturkie	Mr. George Duke
	Mrs. Tiffany Lastinger	Mr. Vachel Jones

Members Absent: Mrs. Cherise Arrendale (Family Obligation)

Also in attendance: Kelly Poole, Director; Amber Conger, Deputy Director of Operations; Wendy Groscost, Executive Assistant; Jennifer Phillips, Financial Coordinator and Jennifer Smith, Youth Services Coordinator

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.

**Recognition of Previous Library Board Chair**

Chair Linda Griffith and Director Kelly Poole presented an award to Mrs. Mary Ann McClintic to recognize her years of service as Library Board Chair from January 2020 to December 2022.

**Approval of Minutes – Board Meeting on November 28, 2022**

Chair Linda Griffith asked if there were any additions or corrections to the November 28, 2022, meeting minutes. There were none. Mrs. Stephanie Sturkie made a motion to accept the November 28, 2022, minutes as written, seconded by Vice Chair Bill Jones.

Chair Linda Griffith called for the vote.

In Favor:	Mrs. Linda Griffith	Mr. Bill Jones
	Mrs. Mary Ann McClintic	Dr. Renita Irving

Mrs. Stephanie Sturkie  
Mrs. Tiffany Lastinger

Mr. George Duke  
Mr. Vachel Jones

**Chairman's Report** – There was none

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

- **Finance Committee**

- **Approval of Minutes – Finance Committee Meeting of January 23, 2023**

- Chair Linda Griffith asked if there were any additions or corrections to the January 23, 2023, Finance Committee meeting minutes. Mrs. Stephanie Sturkie made a motion to accept the January 23, 2023 Finance Committee minutes as written, seconded by Mr. George Duke.

- Chair Linda Griffith called for the vote.

- In Favor: Mrs. Linda Griffith Mr. George Duke  
Mrs. Stephanie Sturkie Dr. Renita Irving

- Mr. George Duke reported out the committee's approval and recommendation of the FY 23-24 Budget Request to the full Board to vote under New Business.

- **By-Laws and Library Policies Committee** – Mr. George Duke shared with the Board that the updated Programming Statement would be shared in New Business.
- **Long-Range Planning/Advocacy Committee** – There was none.
- **Facilities/Branch Committee** – There was none.

**Director's Report and Strategic Plan Update** – Director Poole gave the Director's Report and shared the Bank Reconciliation Report for November and December 2022.

Director Poole informed with the Board that County Council has elected new officers – Mrs. Beth Carrigg is the new Chair and Mr. Darrell Hudson is the new Vice Chair.

Director Poole shared with the Board that the Library is partnering with the Lexington County Sheriff's Department to share donated books with the detention center.

Director Kelly Poole reviewed a slideshow presentation draft for the Strategic Plan. The FY 22-24 Strategic Plan overview outlines the plan's Goals and Objectives with collected information and graphs. Staff have worked hard to compile data for each of the Strategic Plan's 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. Several Board members voiced their appreciation for the work that Director Poole and her staff have done.

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

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

**Programming Statement**

Director Poole presented the updated Programming Statement to the Board. Vice Chair Bill Jones made a motion to adopt the updated Programming Statement as a committee and present to the Board, seconded by Mrs. Stephanie Sturkie.

Chair Linda Griffith called for the vote.

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

**Budget Request FY 23-24**

Director Poole presented to the Board the FY 2023-24 annual budget that was accepted by the Finance Committee on January 23, 2023. Director Poole provided an overview – to include local revenue, anticipated and projected revenue, new programs and 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 increases in item costs and CPI.

Key changes for FY 24

- Increase in Contracted Literacy Programs of \$13,500.
- Increase in Program supplies and Summer Reading Incentives of \$6,000.
- Increase in Staff Development of \$20,000.
- Installing a Security Guard at Irmo for \$41,000.
- Increase Library Materials (State and Local) – Will rollover additional current funds.
- Decrease in Marketing budget of \$4,000.
- Increase in Subscriptions of \$39,500.
- Increase in County contracts – CPI increases to 8.0% from 4.70%
- Personnel Contingency is \$205,248
- Reclassification of two positions from PT 20/hours to PT 25/hours

Vice Chair Bill Jones made a motion to accept the proposed FY 2023-24 Annual Budget Request and present it to County Council, seconded by Mrs. Mary Ann McClintic.

Chair Linda Griffith called for the vote.

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

**Adjournment** – Mr. Vachel Jones moved to adjourn, seconded by Dr. Renita Irving.

Chair Linda Griffith called for the vote.

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

There being no further business, the meeting adjourned at approximately 5:00 PM.

Next meeting will be 3:30 PM on February 27, 2023.

Respectfully submitted,

Wendy D. Groscost  
Executive Assistant

Kelly R. Poole  
Director