

MINUTES
Lexington County Library Board Meeting
Lexington Main Library
May 22, 2023
3:30 PM

The Lexington County Library Board held its regularly scheduled meeting on Monday, May 22, 2023 in the Lexington Main Library beginning at 3:30 PM. Vice-Chair Bill Jones presided.

Mr. Vachel Jones gave the Invocation.

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

Members Absent: Mrs. Cherise Arrendale (Prior Commitment)
 Mrs. Stephanie Sturkie (Prior Commitment)

Also in attendance: Kelly Poole, Director; Amber Conger, Deputy Director of Operations; Wendy Groscost, 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.

It was requested that the AARP Recognition be moved to the beginning of the meeting. Dr. Renita Irving made a motion to change the order of the agenda to move AARP Recognition from New Business to the beginning of the meeting, seconded by Mr. Vachel Jones.

Vice-Chair Bill Jones called for the vote.

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

AARP Recognition

Matt Steinmetz, Patron Training and Technical Coordinator, introduced to the Board AARP volunteers that facilitated the Tax-Aide Service for the Library: Regional Coordinator/Trainer, Jim Goens; Irmo Local Coordinator, Stacy Smith and District Trainer and Lexington Shift Coordinator, John Bowles.

The Tax-Aide program provides tax assistance predominantly for seniors and for those on fixed-incomes. They have been flexible in recent years in response to COVID, but this year was the first year they were able to operate and function in a post-COVID capacity without as many restrictions. As a result of their hard work, the Tax-Aide program was able to provide free tax preparation assistance for mostly lower income and older citizens. In addition, Lexington Main Library completed the most tax returns out of any AARP Tax Aide site in the state of SC.

Some numbers to highlight:

- In 2021 - 444 returns at LML & 140 returns at Irmo = Total of 584 tax returns
- In 2022 - 537 returns at LML & 163 returns at Irmo = Total of 700 tax returns
- In 2023 – 805 returns at LML & 230 returns at Irmo = Total of 1,035 tax returns

Approval of Minutes – Board Meeting on April 24, 2023

Vice-Chair Bill Jones asked if there were any additions or corrections to the April 24, 2023, meeting minutes. Mr. George Duke made a motion to accept the April 24, 2023, seconded by Mrs. Mary Ann McClintic.

Vice-Chair Bill Jones called for the vote.

In Favor: Mrs. Linda Griffith Dr. Renita Irving
 Mrs. Mary Ann McClintic Mr. Vachel Jones
 Mr. George Duke

Abstained: Mrs. Tiffany Lastinger
 Mr. Bill Jones

Chairman’s Report – There was none.

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

- **Finance Committee** (Mrs. Stephanie Sturkie) – There was none.
- **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 April 2023.

Director Poole shared several project updates with the Board: Library staff are close to completing the inventory of library materials system-wide, Sharepoint is in its testing phase and will assist in multi-staff projects and a new statistical tool, LibInsight, was purchased.

Director Poole updated the Board on the status of the FY 24 budget process. The second reading of the budget will take place on May 23. If there are no adjustments to the budget, the third and final reading will take place on June 13.

Director Poole informed the Board that the submitted application for Lexington Main Library and Administration as a project to the LJ Design Institute in Durham, NC, was accepted by Liollo Architecture. Identified were several areas in need of expansion of the Main Library off of the Youth Services area and construction of an ancillary building on the back lot. Director Poole and Deputy Director Michelle Williams will attend the Design Institute in Durham, NC in June.

Deputy Director Amber Conger shared with the Board that during the Library Leadership Retreat on May 25, there will be an emphasis on customer service and mediation with staff. Focus will be on listening and feedback, teamwork, building blocks of customer service and accountability to resolve potential conflicts and provide positive interactions with patrons and staff.

Mrs. Mary Ann McClintic inquired about the number of available checkouts from Hoopla, as she had received a patron complaint regarding that there are now only four checkouts available. Director Poole encouraged everyone to share with patrons to look for selections in Libby since they have a larger limit.

Vice Chair Bill Jones asked how the library determines what books to order. Director Poole informed the Board that each branch librarian is given a budgeted amount that is allocated for each branch, and that they follow the Collection Development Policy to select materials for their branch. Larger branches have multiple selectors. Each branch shares their collection with the entire library system.

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.

Director Poole requested that the Board consider updating the current Library No Trespassing Form to add verbiage about the time limit. There was discussion about previous processes and scenarios, and a potential appeal this month. Chair Linda Griffith recommended to present changes to the Bylaws Committee and bring back to the next Board Meeting in June.

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

Vice-Chair Bill Jones called for the vote.

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

There being no further business, the meeting adjourned at approximately 5:05 PM.

Next meeting will be 10:30 AM on June 26, 2023.

Respectfully submitted,

Wendy D. Groscost
Executive Assistant

Kelly R. Poole
Director