

**MINUTES**  
**Lexington County Library Board Meeting**  
**Lexington Main Library**  
**June 26, 2023**  
**10:30 AM**

The Lexington County Library Board held its regularly scheduled meeting on Monday, June 26, 2023 in the Lexington Main Library beginning at 10:30 AM. Chair Linda Griffith presided.

Chair Linda Griffith gave the Invocation.

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

Members Absent: Dr. Renita Irving (Prior Commitment)

Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director of Personnel; 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.

**Approval of Minutes** – Board Meeting on May 22, 2023

Chair Linda Griffith asked if there were any additions or corrections to the May 22, 2023, meeting minutes. Mr. Bill Jones made a motion to accept the May 22, 2023, seconded by Mr. George Duke.

Chair Linda Griffith called for the vote.

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

Abstained:	Mrs. Stephanie Sturkie
	Mrs. Cherise Arrendale

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

**Committee Reports** – Chair Linda Griffith 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 May 2023.

Director Poole shared with the Board that there are a few policies that are in progress or will need to be reviewed in the new fiscal year. An upcoming review of the Library Card Policy hopes to enhance the registration process to make it more convenient for patrons.

Director Poole updated the Board that she and Deputy Director Michelle Williams attended the Design Institute and the Durham County Public Library in Durham, NC earlier this month. Of the twenty applications that were submitted to the Institute, only four were selected. The project for Lexington Main Library and Administration was accepted by Liollo Architecture. Director Poole will highlight pictures and design layouts during the Educational Segment at the end of the meeting.

Deputy Director Amber Conger shared with the Board that the Library Leadership Retreat on May 25 was a success. Admin Leadership and Branch Leadership focused on Strategic Plan developmental objectives and customer service. Everyone was engaged and participated in exercises designed to gather information in order to enhance the vision for the library system.

Director Poole shared with the Board that the Irmo Friends group is looking for a project for the branch, and discussed the addition of a concrete pad/play area in the back of the building, with a potential doorway leading to the area from the non-fiction section. Chair Linda Griffith expressed concern about after hours loitering potential behind the building. Director Poole said that there will be added security service at the Irmo Branch, and the Sheriff’s Department currently drives through periodically.

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

**Update Library No Trespassing form**

Director Poole asked the Bylaws Committee to revisit unfinished business from the prior month’s Board meeting and consider updating the current Library No Trespassing Form to add verbiage about the time limit. The committee chair, Mr. George Duke, made a motion to the Bylaws Committee to insert the word “permanent” into the No Trespassing form, seconded by Mr. Vachel Jones.

Mr. George Duke called for the vote.

In Favor:	Mr. George Duke	Mrs. Stephanie Sturkie
	Mrs. Cherise Arrendale	Mr. Vachel Jones

Mr. George Duke made a recommendation to the Library Board, on behalf of the Bylaws Committee, to insert the word “permanent” into the No Trespassing form. Mrs. Stephanie Sturkie made a motion to accept the recommended changes, seconded by Mr. Vachel Jones.

Chair Linda Griffith called for the vote.

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

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

**Policy Update - C 90 - Public Copiers, Scanning and Facsimile Services**

Director Poole reviewed with the Board that all branches of the library will receive new color copiers because the County renewed the copier contract with the vendor. The library already has color printers, and she recommended that the library charge the same rate of \$1.00 per page for color copies as is already done for printouts. She also requested to move procedures to a separate document to disassociate from policy changes requiring Board approval. Mrs. Stephanie Sturkie moved to approve the updates to Policy C 90 - Public Copiers, Scanning and Facsimile Services, seconded by Mrs. Tiffany Lastinger.

Chair Linda Griffith called for the vote.

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

**Library Closures**

Director Poole reviewed with the Board the Library follows Lexington County’s holiday closing schedule, which does not include Saturdays and Sundays. These closures would not be paid holidays, so staff that would normally be scheduled to work on these days would need to make up the hours during the week prior or make adjustments to utilize annual leave. Director Poole made the request that the Library close on the following dates:

- Christmas - Saturday, December 23 and Sunday, December 24, 2023  
(County is closed Friday, Monday and Tuesday December 22, 25 & 26, 2023)

Mrs. Tiffany Lastinger moved to approve to close the Library on Saturday, December 23 and Sunday, December 24, 2023, seconded by Mrs. Mary Ann McClintic.

Chair Linda Griffith called for the vote.

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

- New Year - Sunday, December 31, 2023  
(County is closed Monday, January 1, 2024)

Mrs. Stephanie Sturkie moved to approve to close the Library on Sunday, December 31, 2023, seconded by Mr. Vachel Jones.

Chair Linda Griffith called for the vote.

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

- Easter - Sunday, March 31, 2024

Mr. Bill Jones moved to approve to close the Library on Sunday, March 31, 2024, seconded by Mrs. Cherise Arrendale.

Chair Linda Griffith called for the vote.

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

### **Educational Segment**

Director Poole shared pictures from the visit to the Durham County Library, in Durham, NC. In coordination with the Library Journal Design Institute, the tour of the renovations at the library provided in scale examples of possible floorplan designs. As a part of being selected by The Design Institute, LCPL was provided with large-scale conceptual layouts of potential redesigned areas of the Lexington Main Branch. Director Poole and Deputy Director Michelle Williams provided an overview to the Board members of the layouts and ideas presented by the architects. The architectural firm also provided assorted overlays, sized by square footage, to assist in envisioning changes and repositioning of different areas of the library.

**Adjournment** – Mr. George Duke moved to adjourn, seconded by Mrs. Mary Ann McClintic.

Chair Linda Griffith 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
	Mrs. Stephanie Sturkie	Mrs. Cherise Arrendale

There being no further business, the meeting adjourned at approximately 12:45 PM.

Next meeting will be 10:30 AM on July 31, 2023.

Respectfully submitted,

Wendy D. Groscost  
Executive Assistant

Kelly R. Poole  
Director