

MINUTES
Lexington County Library Board Meeting
Lexington Main Library
August 28, 2023
3:30 PM

The Lexington County Library Board held its regularly scheduled meeting on Monday, August 28, 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	Mrs. Tiffany Lastinger
	Mrs. Mary Ann McClintic	Mr. Vachel Jones
	Mr. Bill Jones	Mr. George Duke
	Dr. Renita Irving	Mrs. Cherise Arrendale
	Mrs. Stephanie Sturkie	

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.

Adoption of Agenda – Board Meeting on August 28, 2023

Chair Linda Griffith asked for a motion to adopt the agenda. Mr. Bill Jones made a motion to adopt the August 28, 2023, agenda, seconded by Mr. Vachel Jones.

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
	Dr. Renita Irving	Mrs. Cherise Arrendale
	Mrs. Stephanie Sturkie	

Approval of Minutes – Board Meeting on July 31, 2023

Chair Linda Griffith asked if there were any additions or corrections to the July 31, 2023, meeting minutes. It was requested to include the wording “in place in the policy” in a section of the Director's Report to affirm that policies and procedures are already in place. Mr. George Duke made a motion to accept the July 31, 2023, as amended, seconded by Mr. Bill Jones.

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
Abstained:	Mrs. Cherise Arrendale	Mrs. Stephanie Sturkie
	Dr. Renita Irving	

Educational Segment

Youth Services Coordinator, Jennifer Smith, provided highlights of the 2023 Summer Reading Program. This year's theme was "All Together Now" and ran from June 1 through August 14. She updated the Board on the Summer Reading Stats for 2023: There were 1,471 Adults & 8,350 YS for a total of 9,821. In 2022, there were 1,191 Adults & 7,297 YS for a total of 8,488. The Percent Changes are as follows: Adults increased +23%, YS increased +14%, making the total increase +15%. Also highlighted was the Little Free Libraries project that was funded by a grant provided through the SC State Library to build Little Free Library boxes for the communities of all ten branches. She had pictures of patrons at each branch building and decorating their branch's box.

Mr. Vachel Jones thanked Jennifer Smith for her presentation and praised library staff for their Summer Reading Program efforts.

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) – Mr. George Duke reported that the By-Laws and Library Policies Committee met directly prior to the Board Meeting to review and approve four policies that will be presented to the whole Board under New Business.
- **Long-Range Planning/Advocacy Committee** (Mr. Bill Jones) – There was none.
- **Facilities/Branch Committee** (Mr. Bill Jones) – There was none.

Chair Linda Griffith asked for a motion to amend the agenda to change the order placement of the Executive Session because the patron had not yet arrived for the appeal. Mr. Bill Jones made a motion to amend the agenda, seconded by Mr. George Duke.

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
	Dr. Renita Irving	Mrs. Cherise Arrendale
	Mrs. Stephanie Sturkie	

Motion to go into EXECUTIVE SESSION – Mr. George Duke moved to go into Executive Session for a discussion regarding a patron’s appeal of No Trespass Warning, inviting Director Poole, Deputy Director Michelle Williams, Deputy Director Amber Conger, Executive Assistant Wendy Groscost and Branch Librarian to also attend. The motion was seconded by Mr. Bill Jones.

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

Discussion regarding a patron’s appeal of No Trespass Warning – EXECUTIVE SESSION

Reporting out of EXECUTIVE SESSION - Chair Linda Griffith reported out of Executive Session with one vote taken to uphold the permanent ban/No Trespass Warning. Mr. George Duke made a motion to leave Executive Session, 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
	Dr. Renita Irving	Mrs. Cherise Arrendale
	Mrs. Stephanie Sturkie	

Director’s Report – Director Poole gave the Director’s Report and shared the Bank Reconciliation Report for July 2023.

Director Poole shared with the Board a new catalog app that should be launched in the near future. It is called MyLibro, and it will allow patrons to search the library catalog and place items on hold. Another app shared is CodeRED. This app is designed to keep citizens informed and aware, no matter where they are. The CodeRED Mobile Alert app taps into the national CodeRED Emergency Notification System and alerts iPhone and Android subscribers located within the reach of a given notification. Information is available on the County website, and all County department heads and employees are required to have it downloaded on their County phones.

Director Poole reviewed with the Board that the site visit schedule will be shared soon, and should take place around the end of October through the first of November. Each Branch Librarian has a budget worksheet that they focus on for their branch. During each site visit, they will review line items for small items that may be purchased during this fiscal year, or larger line items that may be added to the budget for the next year. Technology requests meet County standards when applicable. All Board members are welcome to attend the site visits, with each visit lasting approximately one hour. When larger projects are requested, the Building Services Director will be invited.

Director Poole updated the Board on the book complaint that was discussed at the last Board meeting. Even though there was not a formal complaint of the book brought forth by a patron, Director Poole

treated it as such in order for it to process in the proper channels. A three-person committee was formed to review the book and make a decision. It was determined that the book in question be relocated to the Parenting Collection. She has evaluated other books in the collection with similar content and subject matter. Director Poole has offered to present the Collection Development Policy and the Library's roles and responsibilities to the Committee of the Whole of County Council on September 12, 2023. Board members are encouraged to attend. Several Board members expressed their support of Director Poole, the Library System and the policies in place. They want to ensure that the Library continues to offer books in the collection that represent the people who come into the library.

Director Poole shared that Staff Education Day will be held at the Lexington Municipal Complex on October 6, 2023. All branches will be closed that day to allow for all staff members to attend. The focus of the day will be on Barrier Busters – Breaking down barriers within the Library and reviewing the Strategic Plan for staff. Board members are welcome to attend.

Director Poole shared that two staff members from the Mobile Library will be attending the ABOS conference October 9-11 in Pennsylvania. A request was made by the manufacturer to showcase our newest Mobile Library bus at the same conference. The manufacturer will make the arrangements and cover the expenses to transport the bus to and from the event.

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.

Committee Chair George Duke updated the Board that the following four policies were reviewed and unanimously adopted by the By-Laws and Library Policies Committee directly prior to today's Board Meeting. The committee recommends that these requests be approved by the Board as a whole.

Policy Update – A 10 - Meeting Room Policy

Several updates were made to the Meeting Room Policy for clarity on meeting room reservation guidelines that all branches of the library will follow. Mr. George Duke moved to approve the updates to Policy A 10 - Meeting Room Policy, seconded by Mrs. Stephanie Sturkie.

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
	Dr. Renita Irving	

Policy Update - A 50 - Collection Development Policy

Updates were made to the Collection Development Policy with the addition of a Parenting Collection and a Local Authors Collection. Mr. George Duke moved to approve the updates to Policy A 50 - Collection Development Policy, seconded by Mr. Bill 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
	Dr. Renita Irving	

Policy Adoption – B 10 - Public Comment Policy

The Public Comment Policy was created to act in accordance with the County Ordinance and follows the same Parliamentary Procedures as County Council. Mr. George Duke moved to approve the adoption of Policy B 10 - Public Comment Policy, 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
	Dr. Renita Irving	

Policy Update - C 10.5 - Circulation Periods, Limits and Renewals Policy

The Circulation Periods, Limits and Renewals Policy was updated to include Realia as a circulation material. Realia includes SC State Park passes, museum passes and allows for the addition of more “library of things” in the future. Mr. George Duke moved to approve the updates to Policy C 10.5 - Circulation Periods, Limits and Renewals Policy, 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
	Dr. Renita Irving	

Adjournment – Mrs. Stephanie Sturkie moved to adjourn, seconded by Mrs. Tiffany Lastinger.

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
	Dr. Renita Irving	Mrs. Cherise Arrendale
	Mrs. Stephanie Sturkie	

There being no further business, the meeting adjourned at approximately 5:30 PM.

Next meeting will be 3:30 PM on September 25, 2023.

Respectfully submitted,

Wendy D. Groscost
Executive Assistant

Kelly R. Poole
Director

MINUTES
Lexington County Library Board
By-Laws and Library Policies Committee Meeting
Lexington Main Library
August 28, 2023
2:30 PM

The Lexington County Library Board held a sub-committee meeting for the By-Laws and Library Policies Committee on Monday, August 28, 2023, at 2:30 p.m. at the Lexington Main Library.

Members Attending: Mrs. Linda Griffith Mr. George Duke
 Mrs. Mary Ann McClintic Mr. Vachel Jones

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

Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director of Personnel; Amber Conger, Deputy Director of Operations and Wendy Groscost, Executive Assistant

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.

Committee Chair George Duke made the request to add Mrs. Mary Ann McClintic to the By-Laws and Library Policies Committee.

New Business

Committee Chair George Duke reviewed each of the following four policies with the By-Laws and Library Policies Committee.

Policy Update – A 10 - Meeting Room Policy

Several updates were made to the Meeting Room Policy for clarity on meeting room reservation guidelines that all branches of the library will follow. Mr. George Duke moved to approve the updates to Policy A 10 - Meeting Room Policy, seconded by Mrs. Mary Ann McClintic.

Committee Chair George Duke called for the vote.

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

Policy Update - A 50 - Collection Development Policy

Updates were made to the Collection Development Policy with the addition of a Parenting Collection and a Local Authors Collection. Mr. George Duke moved to

approve the updates to Policy A 50 - Collection Development Policy, seconded by Mr. Vachel Jones.

Committee Chair George Duke called for the vote.

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

Policy Adoption – B 10 - Public Comment Policy

The Public Comment Policy was created to act in accordance with the County Ordinance and follows the same Parliamentary Procedures similar to County Council. Mr. George Duke moved to approve the adoption of Policy B 10 - Public Comment Policy, seconded by Mrs. Mary Ann McClintic.

Committee Chair George Duke called for the vote.

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

Policy Update - C 10.5 - Circulation Periods, Limits and Renewals Policy

The Circulation Periods, Limits and Renewals Policy was updated to include Realia as a circulation material. Realia includes SC State Park passes, museum passes and allows for the addition of more “library of things” in the future. Mr. George Duke moved to approve the updates to Policy C 10.5 - Circulation Periods, Limits and Renewals Policy, seconded by Mr. Vachel Jones.

Committee Chair George Duke called for the vote.

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

Mr. George Duke made the motion to adjourn, seconded by Mrs. Mary Ann McClintic. All in favor.

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

Next scheduled Board Meeting will be 3:30 PM on August 28, 2023.