

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

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

Mrs. 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
 Dr. Renita Irving

Members Absent: Mrs. Stephanie Sturkie (Family Obligation)
 Mrs. Cherise Arrendale (Work Conflict)

Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director of Personnel; Amber Conger, Deputy Director of Operations; Wendy Groscoast, 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 October 30, 2023

Chair Linda Griffith asked for a motion to adopt the agenda. Mr. Bill Jones made a motion to adopt the October 30, 2023, 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

Approval of Minutes – Board Meeting on September 25, 2023

Chair Linda Griffith asked if there were any additions or corrections to the September 25, 2023, meeting minutes. Mr. George Duke made a motion to accept the September 25, 2023, 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

Abstained: Dr. Renita Irving

Chairman's Report

Chair Linda Griffith updated the Board members that she and Vice-Chair Bill Jones attended most of the site visits to the branches for the upcoming budget year.

Announcements – there were 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) – Committee Chair Mr. George Duke replied that Committee updates will be reported in New Business.
- **Long-Range Planning/Advocacy Committee** (Mr. Bill Jones) – There was none.
- **Facilities/Branch Committee** (Mr. Bill Jones) – Committee Chair Bill Jones provided an overview of the branch site visits, and concluded that all of the library branches, and the Mobile Library, need more space and more staff added. He proposed that the Board members should officially make their County Council members, and County Administrator Lynn Sturkie, aware of the Library's needs. The last facility for the library system was 15 years ago when the South Congaree-Pine Ridge Branch was built. As the population of Lexington County increases more Library services will be needed.

Director's Report – Director Poole gave the Director's Report and shared the Bank Reconciliation Report for September 2023.

Director Poole updated the Board that she attended the Library's YS Collection Development meeting and Juvenile Adult Material Selection Committee (JAMS) meeting. The JAMS Committee consists of five library staff members from YS, and they are evaluating the content and developmental age level of appropriateness of certain YS books to determine the best shelf locations for them in the library system. Of the 124 titles that have been selected for review, the committee has evaluated 72 books so far – 55 of which meet policy requirements and are catalogued correctly. Of the remaining titles, six require further review, eight have been relocated to the Parenting Collection and three were withdrawn due to out of date information.

Director Poole informed the Board that two employees were nominated for the County Employee of the Quarter – Elizabeth Doyle from the Irmo Branch and Meliannette Ruiz from the Mobile Library. Meliannette was awarded the Employee of the Quarter and recognized at County Council. At Staff Education Day, Meliannette was also awarded the Library’s Employee of the Year award.

Deputy Director Amber Conger reviewed the Notary service with the Board. This service has been in high demand, with statistics showing a 123% increase since May 2022.

Deputy Director Michelle Williams provided an overview of the 24th annual Staff Education Day that was held on October 6, 2023, at the Lexington Municipal Complex. Dori Tempio from AbleSC was the keynote speaker, and there were many staff-led lightning topic presentations that covered many aspects of library services.

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.

Policy Update C 10.1 – Issuing Library Cards

Director Poole reviewed with the Board the main change to this policy pertains to requirement that an adult must sign the application for children under the age of 15 as a Responsible Party.

Policy Update C 10.2 – Determine Eligibility for a Library Card

Director Poole reviewed with the Board the main changes to this policy that pertain to the renewal of library cards changing from one year to three years, and the inclusion of students enrolled in primary and secondary schools in Lexington County, including Lexington-Richland School District 5, regardless of county residence and alternative methods of address verification.

Policy Update C 10.3 – Issuing a Provisional Library Card

Director Poole reviewed with the Board the main change to this policy pertains to clarifying language from Policy C 10.2.

Policy Update C 10.4 – Replacement Library Cards

Director Poole reviewed with the Board that the changes to this policy were grammatical clarifications.

Mr. George Duke moved to approve all of the changes as recommended by library staff to Policies C10.1, C10.2, C10.3 and C10.4, 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

Educational Segment

Director Poole provided the Board with general information for facility planning. This large project begins by first laying the groundwork including: customer service, communication, press releases, marketing, social media and signage. Library staff, Library Board, and Friends Groups will help advocate once goals are established. The library and Friends Groups can begin to talk about fundraising and annual commitment funding. Next, discussions begin with County Council. Library Leadership and the Library Board will need to create a Strategic Plan for facilities.

Adjournment – Mr. George Duke 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

There being no further business, the meeting adjourned at approximately 5:24 PM.

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

Respectfully submitted,

Wendy D. Groscost
Executive Assistant

Kelly R. Poole
Director