

MINUTES
Lexington County Library Board Meeting
Lexington Main Library
November 25, 2024
3:30 PM

The Lexington County Library Board held its regularly scheduled meeting on Monday, November 25, 2024, in the Lexington Main Library beginning at 3:30 PM. Chair Linda Griffith presided.

Mr. Vachel Jones gave the Invocation.

Members Attending:	Dr. Maria Arroyo	Ms. Kay Mein
	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mr. Vachel Jones	Mr. Bill Jones
	Dr. Renita Irving	

Members Absent:	Ms. Barbara Remick	Mrs. Stephanie Sturkie
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Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director of Personnel; Amber Conger, Deputy Director of Operations; Jennifer Steele, Administrative Assistant and guest 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

Re-vote for Board Meeting held on September 30, 2024

A vote was taken to approve the September 30, 2024, minutes at the October 28, 2024, meeting; however, a quorum was not present at the time of the vote. This requires a re-vote during today's meeting. Chair Linda Griffith asked if there were any additions or corrections to the September 30, 2024, meeting minutes. Mr. Bill Jones made a motion to approve the September 30, 2024, minutes, seconded by Mr. Vachel Jones.

Chair Linda Griffith called for the votes.

In Favor:	Dr. Renita Irving	Dr. Maria Arroyo
	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mr. Vachel Jones	Mr. Bill Jones
	Ms. Kay Mein	

Board Meeting held on October 28, 2024

Chair Linda Griffith asked if there were any additions or corrections to the October 28, 2024, meeting minutes. Dr. Maria Arroyo made a motion to approve the October 28, 2024, minutes, seconded by Mrs. Tiffany Lastinger.

Chair Linda Griffith called for the votes.

In Favor:	Mrs. Linda Griffith Mr. Bill Jones Mr. Vachel Jones	Dr. Maria Arroyo Mrs. Tiffany Lastinger
Abstained:	Dr. Renita Irving	Ms. Kay Mein

Chairman's Report

Chair Linda Griffith updated the other Board members that she attended the Batesburg-Leesville Friends meeting on November 20, 2024. All Board members are encouraged to attend the Friends meetings at their branches. Budget site visits are going well with several more to go.

Announcements

Dr. Maria Arroyo shared pictures from Lexington County First Steps, which is a local nonprofit that partners with schools in Lexington and Richland Counties. They assist low-income families and one of their initiatives is to get books into the hands of families and want every child to get a library card.

Mr. Vachel Jones shared that the Friends hosted a pop-up book sale at the Irmo Branch where over \$300 was collected. The Friends also set up an angel tree for children in need.

Ms. Kay Mein shared that she had recently attended a Friends meeting at the Cayce-West Columbia Branch, and she was also excited to hear about Molly Ledford's award for Employee of the Year for the Library System.

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. Vachel Jones) – Committee Chair Vachel Jones shared with the Board that pending updates to the Library Board By-Laws will be discussed under New Business.
- **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 October 2024.

Director Poole shared with the Board that while attending the SC Association of Library Administration (SCAPLA) meeting, Leesa Aiken from the SC State Library shared state budget information regarding the budget proviso certification requirement for public libraries. There has been some concern from State Legislators about the certification processes. Lexington County Public Library met the certification requirements and submitted the documents to receive State Aid. Director Poole will continue to update the Board as the budget process continues.

Director Poole informed the Board that the Oath of Office Ceremony will be held on January 7, 2025, at 6:00 PM at the County Administration Building. She encouraged the Board members to attend.

Director Poole provided an informational handout to the Board about Guidance on Collection Development for Minors received from the SC State Library. The handout outlines the ages for collection materials provided in the Children's Services area of the library. The State Library offered these as suggestions to assist libraries in determining shelving locations of materials for minors. Director Poole will continue to evaluate best practices for patrons and the library system.

Director Poole updated the Board that the Lexington Main Library will continue to provide meeting room space for the Small Business Administration to operate and help assist with small business relief through December 17, 2024.

Director Poole provided an overview of the computer and network updates as the library continues to improve service availability. She praised the Systems staff for their hard work and diligence to resolve any remaining issues.

Director Poole highlighted several branches' Kindness Month programming in November. Gaston Branch partnered with Lexington County Animal Services to host a community program they called Pets and Pastries. As part of the program, Animal Services waived the pet adoption fee. Three pets found new homes! South Congaree-Pine Ridge Branch hosted a friendship bracelet-making program, Chapin Branch hosted an all-ages Christmas ornament making program, and Batesburg-Leesville Branch hosted programs on self-care and the benefits of beekeeping.

Circulation Coordinator Suri Smith shared information about the Library's annual Fall into Winter Reading bingo program. This fun Fall-Winter activity was implemented to increase circulation during the Fall and Winter months. There are bingo sheets for both adults and children, and they are also available in Spanish. Last year, 395 patrons completed their bingo sheets and earned prizes.

Deputy Director Michelle Williams shared with the Board that all five of the new positions created for this current fiscal year are now filled. Two of the positions were filled through the promotion of existing library staff who were eligible through years of work experience within the Library system.

Director Poole provided results from the SC State Library's Survey of Libraries to the Board regarding the minimum age requirements in each county in South Carolina for getting a library card without parental consent. Lexington County falls in the median range in comparison.

Director Poole shared a PowerPoint presentation, created by Outreach Coordinator Kate Barry and

Communications Coordinator Amajah Langford, which highlights all of the resources and services provided by the library system. This presentation can be utilized by all staff at all branches when they provide Outreach services throughout the community.

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

Juvenile Library Card Restrictions

Continuing to navigate the requirements of the SC Budget Proviso regarding age limits and how those requirements relate to policy, the Board agreed to continue to table this discussion until the next meeting. Further discussion of this topic will fall under Unfinished Business at the Library Board Meeting on January 27, 2025.

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

2025 Library Board Meeting Schedule

Director Poole presented the proposed 2025 Library Board Meeting Schedule for the Board's approval. Dr. Renita Irving made a motion to accept the proposed 2025 Library Board Meeting Schedule as written, seconded by Mr. Bill Jones.

Chair Linda Griffith called for the vote.

In Favor:	Dr. Maria Arroyo	Ms. Kay Mein
	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mr. Vachel Jones	Mr. Bill Jones
	Dr. Renita Irving	

Election of Library Board Officers for 2025

Mrs. Tiffany Lastinger made a motion to elect Mr. Bill Jones for the position of Chair, and Mrs. Stephanie Sturkie for the position of Vice Chair, seconded by Dr. Renita Irving.

Chair Linda Griffith called for the vote.

In Favor:	Dr. Maria Arroyo	Ms. Kay Mein
	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mr. Vachel Jones	Mr. Bill Jones
	Dr. Renita Irving	

Library Board By-Laws

Director Poole reviewed with the Board that updates to the Library Board By-Laws consist of an addition that the Library Chair may appoint a Parliamentarian and the

removal of the time requirement for meetings. By-Laws and Library Policies Committee Chair Vachel Jones made a motion to approve the updates to the By-Laws as recommended, seconded by Ms. Kay Mein.

Chair Linda Griffith called for the vote.

In Favor:	Dr. Maria Arroyo	Ms. Kay Mein
	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mr. Vachel Jones	Mr. Bill Jones
	Dr. Renita Irving	

Adjournment – Dr. Renita Irving moved to adjourn, seconded by Ms. Kay Mein.

Chair Linda Griffith called for the vote.

In Favor:	Dr. Maria Arroyo	Ms. Kay Mein
	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mr. Vachel Jones	Mr. Bill Jones
	Dr. Renita Irving	

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

Next meeting will be 3:30 PM on January 27, 2025.

Respectfully submitted,

Wendy D. Groscost
Executive Assistant

Kelly R. Poole
Director