

MINUTES
Lexington County Library Board Meeting
Lexington Main Library
January 27, 2025
3:30 PM

The Lexington County Library Board held its regularly scheduled meeting on Monday, January 27, 2025, in the Lexington Main Library beginning at 3:30 PM. Chair Bill Jones presided.

Dr. Renita Irving gave the Invocation.

Members Attending:	Mrs. Stephanie Sturkie	Dr. Maria Arroyo
	Ms. Barbara Remick	Dr. Renita Irving
	Mrs. Linda Griffith	Mrs. Tiffany Lastinger
	Mr. Vachel Jones	Mr. Bill Jones
	Ms. Kay Mein (arrived late)	

Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director of Personnel; Wendy Groscost, Executive Assistant; Jennifer Phillips, Financial Coordinator and patron Paula Kaufmann

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 November 25, 2024

Chair Bill Jones asked if there were any additions or corrections to the November 25, 2024, meeting minutes. Mrs. Tiffany Lastinger made a motion to approve the November 25, 2024, meeting minutes, seconded by Dr. Maria Arroyo.

Chair Bill Jones called for the vote.

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

Abstained:	Mrs. Stephanie Sturkie	Ms. Barbara Remick
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Chairman's Report

Chair Bill Jones informed the other Board members that in his new role as Chair he welcomes and accepts help from Board members, and his expectations are for each member to familiarize

themselves with their district's branch librarian and Friends group.

Announcements

Mr. Vachel Jones shared that the Irmo Friends group would like to meet the new Chair, Bill Jones.

Committee Reports – Chair Bill Jones asked if there were any Committee Reports. During this meeting, members reviewed their current committee roles. Chair Bill Jones will now serve as Ex Officio on all committees. Mrs. Tiffany Lastinger will now serve as the Committee Chair on the Long-Range Planning/Advocacy Committee, and Mrs. Linda Griffith will now serve as the Committee Chair on the Facilities/Branch Committee beginning in February 2025.

- **Finance Committee** (Mrs. Stephanie Sturkie) – Committee Chair Stephanie Sturkie reported out the committee's approval and recommendation of the FY 25-26 Budget Request to the full Board to vote under New Business.
- **By-Laws and Library Policies Committee** – (Mr. Vachel Jones) – 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 both November and December 2024.

Director Poole shared with the Board that Leesa Aiken from the SC State Library updated library directors of the change to how State Aid is distributed. After the library submits the required certification documents, funds will now be distributed all at once instead of quarterly. Director Poole will continue to update the Board as changes are implemented.

Director Poole reminded the Board that the Lexington Main Library's Father-Daughter Dance will be held at Lexington High School on February 8, 2025. This event is hosted by the Friends of the Lexington Main Library. Last year there were approximately 1,400 attendees at the event.

Unfinished Business – Chair Bill Jones 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 February 24, 2025.

Motion to go into EXECUTIVE SESSION – Mrs. Linda Griffith moved to go into Executive Session for discussion regarding a personnel matter with Director Kelly Poole, inviting Deputy Director Michelle Williams to also attend. The motion was seconded by Mr. Vachel Jones.

In Favor:	Mr. Bill Jones	Mrs. Linda Griffith
	Mrs. Tiffany Lastinger	Mrs. Stephanie Sturkie
	Mr. Vachel Jones	Mr. Bill Jones
	Ms. Kay Mein	Dr. Maria Arroyo
	Ms. Barbara Remick	

Reporting out of EXECUTIVE SESSION – Chair Bill Jones reported out of Executive Session that no action was taken.

New Business – Chair Bill Jones asked if there was any New Business.

Budget Request FY 25-26

Director Poole presented to the Board the FY 2025-26 annual budget that was accepted by the Finance Committee on January 27, 2025. She reviewed the budget processes and procedures for both the Library and the County for the benefit of the new Board members. Director Poole then provided an overview of the FY 2025-26 budget recap – to include local revenue, anticipated and projected library revenue, new programs, local contingency, and South Carolina State Aid to Public Libraries – to include SC State Aid anticipated revenue and appropriations, Escrow funds, Lottery funds, E-Rate funds, Miscellaneous grants and Federal (LSTA) funds. Key changes were noted due to item costs and new programs. Director Poole described position changes under New Programs that would cost as much as \$225,000.

Key changes for FY 26

- Increase in Contracted Literacy Programs of \$10,000
- Increase in Program Supplies and Summer Reading Incentives of \$19,000
- Increase in Advertising of \$12,000
- Increase in Minor Software of \$55,000
- Personnel Contingency is \$441,779
- Increase in New Programs (2.5 FTE) of \$225,000

Mrs. Stephanie Sturkie made a motion to accept the proposed FY 2025-26 Annual Budget Request and present it to County Council, seconded by Mrs. Linda Griffith.

Vice Chair Bill Jones called for the vote.

In Favor:	Mrs. Stephanie Sturkie	Mrs. Tiffany Lastinger
	Dr. Maria Arroyo	Mr. Vachel Jones
	Mr. Bill Jones	Ms. Barbara Remick
	Ms. Kay Mein	Mrs. Linda Griffith

Adjournment – Mrs. Tiffany Lastinger moved to adjourn, seconded by Ms. Kay Mein.

Chair Bill Jones called for the vote.

In Favor:	Dr. Maria Arroyo	Ms. Kay Mein
	Mrs. Tiffany Lastinger	Mr. Vachel Jones
	Mr. Bill Jones	Ms. Barbara Remick
	Mrs. Stephanie Sturkie	

There being no further business, the meeting was adjourned at approximately 5:35 PM.

Next meeting will be 3:30 PM on February 24, 2025.

Respectfully submitted,

Wendy D. Groscost Executive Assistant	Kelly R. Poole Director
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