

MINUTES
Lexington County Library Board Meeting
Lexington Main Library
March 31, 2025
3:30 PM

The Lexington County Library Board held its regularly scheduled meeting on Monday, March 31, 2025, in the Lexington Main Library beginning at 3:30 PM. Chair Bill Jones presided.

Dr. Maria Arroyo gave the Invocation.

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| Members Attending: | Mr. Bill Jones | Dr. Maria Arroyo |
| | Mr. Vachel Jones | Mrs. Tiffany Lastinger |
| | Mrs. Linda Griffith | Ms. Barbara Remick |
| | Ms. Kay Mein | |

Members Absent: Mrs. Stephanie Sturkie (prior commitment)
Dr. Renita Irving (family obligation)

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 February 24, 2025

Chair Bill Jones asked if there were any additions or corrections to the February 24, 2025, meeting minutes. Mrs. Linda Griffith made a motion to approve the February 24, 2025, meeting minutes, seconded by Mrs. Tiffany Lastinger.

Chair Bill Jones called for the vote.

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| In Favor: | Mr. Bill Jones | Dr. Maria Arroyo |
| | Mr. Vachel Jones | Mrs. Tiffany Lastinger |
| | Mrs. Linda Griffith | Ms. Barbara Remick |

Abstained: Ms. Kay Mein

Chairman's Report

Chair Bill Jones updated the other Board members that he attended three Friends meetings at Irmo, Pelion and Batesburg-Leesville branches.

Announcements – Chair Bill Jones asked if there were any announcements. There were none.

Committee Reports – Chair Bill Jones asked if there were any Committee Reports.

- **Finance Committee** (Mrs. Stephanie Sturkie)
- **By-Laws and Library Policies Committee** – (Mr. Vachel Jones) – There was none.
- **Long-Range Planning/Advocacy Committee** (Mrs. Tiffany Lastinger) – There was none.
- **Facilities/Branch Committee** (Mrs. Linda Griffith) – Committee Chair Linda Griffith reported out the committee's approval and recommendation of the Facility Plan Draft to the full Board to vote under New Business.

Director's Report – Director Poole gave the Director's Report and shared the Bank Reconciliation Report for February 2025.

Director Poole informed the Board of several potential budgetary provisos and bills that were presented in the State Legislature that were discussed during a recent SCAPLA meeting she attended. While there is no immediate call to action, SCAPLA and the SC State Library will continue to monitor, and she will update the Board as needed.

Director Poole highlighted many projects that are currently in progress: a network monitoring system is currently in progress and server updates are completed. Self-checkout kiosks are now operational at Lexington Main, Cayce-West Columbia, Irmo, South Congaree-Pine Ridge and Swansea branches. The remaining branches should soon be operational. Annual Evaluations for all library staff are nearing completion. This annual timeline is set by the County for all Lexington County employees.

Director Poole informed the Board of two grant application requests for County Council approval. One grant is for an E-Rate technology grant of approximately \$202,000, and the other is an LSTA Summer Reading grant of \$2,000.

Deputy Director Amber Conger shared that over 100 people attended the History of Lake Murray program, presented in partnership with Lexington County Museum Director J.R. Fennell, at the Irmo Branch Library.

Deputy Director Michelle Williams updated the Board regarding the number of staff vacancies had decreased, and many staff have made lateral moves to different branches across the Library System.

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 April 28, 2025.

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

Facility Plan - Draft

Committee Chair Linda Griffith informed the Board that the Facility/Branch Committee met twice to review the facility information for each branch location and were then tasked to prioritize a list of needs for the Library System as a whole. The list created should be considered to be a fluid list that is not written in stone and can change based on the potential availability of property, service levels and County Council’s recommendations.

After deliberations, the following priority list was recommended: Chapin Branch, Admin/Lexington Main Branch, Batesburg-Leesville Branch, Gilbert-Summit Branch/Hollow Creek area, Redbank/White Knoll area, Pelion Branch, Gaston Branch, South Congaree-Pine Ridge Branch, Cayce-West Columbia Branch, Swansea Branch and Irmo Branch.

Mrs. Linda Griffith moved to approve the Facility Plan Draft, seconded by Mr. Vachel Jones.

Chair Bill Jones called for the vote.

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

Motion to go into EXECUTIVE SESSION – Mrs. Linda Griffith moved to go into Executive Session for discussion regarding a banned patron appeal with Director Kelly Poole, inviting Deputy Director Michelle Williams, Deputy Director Amber Conger and Executive Assistant Wendy Groscoast to also attend. The motion was seconded by Ms. Kay Mein.

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| | Mrs. Tiffany Lastinger | Dr. Maria Arroyo |
| | Mr. Vachel Jones | Ms. Barbara Remick |
| | Ms. Kay Mein | |

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

Educational Segment

Outreach & Mobile Library Review of Services

Outreach Coordinator Kate Barry and Outreach Librarian Melaney Torcoletti reviewed the services provided by the Outreach and Mobile Library Department. Materials by Mail is a free service that delivers library resources to patrons that have limited mobility, impaired vision or any other type of disability (temporary or permanent). The two Mobile Library buses, Miles and Nova, have weekly scheduled stops throughout Lexington County at preschools, after-school programs, retirement communities and senior and assisted-living facilities. Outreach now has retractable banners designed by our PR/Marketing Department that highlight library services. Staff can take the banners to help promote and provide talking points at outreach events.

Adjournment – Dr. Maria Arroyo moved to adjourn, seconded by Mr. Vachel Jones.

Chair Bill Jones called for the vote.

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| | Ms. Kay Mein | |

There being no further business, the meeting was adjourned at approximately 5:15 PM.

Next meeting will be 3:30 PM on April 28, 2025.

Respectfully submitted,

Wendy D. Groscost
Executive Assistant

Kelly R. Poole
Director