

**MINUTES**  
**Lexington County Library Board Meeting**  
**Lexington Main Library**  
**June 30, 2025**  
**10:30 AM**

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

Mr. Vachel Jones gave the Invocation.

Members Attending:	Mr. Bill Jones	Ms. Kay Mein
	Mrs. Linda Griffith	Dr. Renita Irving
	Ms. Barbara Remick	Mr. Vachel Jones

Members Absent:	Mrs. Tiffany Lastinger	Mrs. Stephanie Sturkie
	Dr. Maria Arroyo	

Also in attendance: Kelly Poole, Director; Michelle Williams, Deputy Director of Personnel and Wendy Groscoat, 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.

**Request to Amend Agenda**

Director Poole made a request to the Board to amend the June 30, 2025, agenda to add Oath of Office and Executive Session directly after the Director's Report. Mrs. Linda Griffith made a motion to amend the agenda to reflect the added topics, seconded by Ms. Barbara Remick.

Chair Bill Jones called for the vote.

In Favor:	Mr. Bill Jones	Ms. Kay Mein
	Mrs. Linda Griffith	Dr. Renita Irving
	Ms. Barbara Remick	Mr. Vachel Jones

**Approval of Minutes – Board Meeting on May 19, 2025**

Chair Bill Jones asked if there were any additions or corrections to the May 19, 2025, meeting minutes. Mrs. Linda Griffith made a motion to approve the May 19, 2025, meeting minutes, seconded by Ms. Barbara Remick.

Chair Bill Jones called for the vote.

In Favor:	Mr. Bill Jones	Ms. Kay Mein
	Mrs. Linda Griffith	Ms. Barbara Remick
	Mr. Vachel Jones	

Abstained: Dr. Renita Irving

### **Chairman's Report**

Chair Bill Jones reflected with the Board that this year's Summer Reading Program has been a success so far, and he attended several of the branches' kickoffs.

**Announcements** – Chair Bill Jones asked if there were any announcements.

Mrs. Linda Griffith attended the final reading of the FY2025-2026 County Budget, which was approved.

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

- **Finance Committee** (Mrs. Stephanie Sturkie) – There was none.
- **By-Laws and Library Policies Committee** – (Mr. Vachel Jones) – Several policy updates will be brought before the Board during New Business.
- **Long-Range Planning/Advocacy Committee** (Mrs. Tiffany Lastinger) – There was none.
- **Facilities/Branch Committee** (Mrs. Linda Griffith) – Committee Chair Linda Griffith requested guidance from Director Poole regarding the committee's upcoming meeting schedule since there are many facility considerations to be planned for within the next budget year. Director Poole agreed that several of the Library's facilities and branches are in need of expansion or relocation. There is potential for the Chapin Branch within Lexington County's Industrial Park. We could evaluate neighboring facilities for relocating Library Administration from the Lexington Main Library. While steps have been taken to resolve spacing issues throughout the Library System, these processes take time to see visible progress.

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

Director Poole updated the Board of the SC Association of Public Library Administrators (SCAPLA) meeting she is scheduled to attend on July 18. Due to the Budget State Aid Proviso 27.1 (Aid to Counties Libraries Allotment) passing, the State Library has updated their process to certify libraries twice a year in order to receive funding.

Director Poole reviewed with the Board that the email conversion project to migrate to a different

domain is going well. The Library domain will change from the state platform lex.lib.sc.us to lexcolibrary.org. Emails sent to the previous domain will be forwarded to the new address indefinitely. SharePoint is next, and the County is assisting with the migration project.

Director Poole informed the Board that Library Leadership will meet prior to the Branch Librarian meeting on July 9 to begin discussions for the next strategic planning. One of the tools that will be utilized for strategic planning is S.O.A.R., a strategic planning tool that focuses on Strengths, Opportunities, Aspirations, and Results to build a positive and future-oriented vision for an organization. It is a strengths-based approach that emphasizes what the organization does well and what it aspires to achieve. By focusing on these four areas, SOAR analysis helps organizations create a shared vision, build on their strengths, and develop strategies to achieve their desired future. In early August, each branch will host a community group discussion. Library staff and Board members are invited to attend one of the community group meetings.

Director Poole informed the Board that New York Times bestselling author Karen White will read from her new novel *That Last Carolina Summer* on Thursday, August 7 at 6:00 PM at Lexington Main. Copies of her book will be available for purchase and signing.

Director Poole shared with the Board that the planned food distribution program through Brookland-Lakeview Empowerment Center (BLEC) had to be postponed due to mechanical trouble with their food delivery truck. They hope to host the program next summer.

### **Oath of Office**

The Oath of Office was taken by Mr. Bill Jones, Ms. Kay Mein, Mrs. Linda Griffith, Dr. Renita Irving, Ms. Barbara Remick and Mr. Vachel Jones at today's meeting.

**Motion to go into EXECUTIVE SESSION** – Mrs. Linda Griffith moved to go into Executive Session for discussion regarding a personnel matter. Director Kelly Poole invited Deputy Director Michelle Williams to also attend. The motion was seconded by Ms. Kay Mein.

In Favor:	Mr. Bill Jones	Ms. Kay Mein
	Mrs. Linda Griffith	Dr. Renita Irving
	Ms. Barbara Remick	Mr. Vachel Jones

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

**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 July 28, 2025.

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

### **Library Holiday Closures**

Director Poole reviewed with the Board the Library follows Lexington County’s holiday closing schedule, which does not include Saturdays and Sundays. These closures would not be paid holidays, so staff that would normally be scheduled to work on these days would need to make up the hours during the week prior or make adjustments to utilize annual leave. Director Poole made a request that the Library close on the following dates:

- New Year - Wednesday, December 31, 2025 – Close at 5:00 PM  
*(County is closed Thursday, January 1, 2026)*
- Easter - Sunday, April 5, 2026

Mrs. Linda Griffith made a motion to approve both the early closure of the Library for the New Year, Wednesday, December 31, 2025, and the closure of the Library on Sunday, April 5, 2026, seconded by Dr. Renita Irving.

Chair Bill Jones called for the vote.

In Favor:	Mr. Bill Jones	Ms. Kay Mein
	Mrs. Linda Griffith	Dr. Renita Irving
	Ms. Barbara Remick	Mr. Vachel Jones

### **Policy Updates**

- Policy C 10.1 – Issuing Library Cards  
Increase the minimum age to obtain a library card from 15 to 16 years of age. Mrs. Linda Griffith made a motion to approve increasing the minimum age requirement, seconded by Dr. Renita Irving.

Chair Bill Jones called for the vote.

In Favor:	Mr. Bill Jones	Ms. Kay Mein
	Mrs. Linda Griffith	Dr. Renita Irving
	Ms. Barbara Remick	Mr. Vachel Jones

- Policy C 10.5 – Circulation Periods Limits Renewals – no action taken
- Policy A 50 – Collection Development Policy  
Rename Young Adult Collection to Teen Collection. Mrs. Linda Griffith made a motion to approve the name change from Young Adult to Teen, seconded by Dr.

Renita Irving.

Chair Bill Jones called for the vote.

In Favor:	Mr. Bill Jones Ms. Barbara Remick	Ms. Kay Mein Mr. Vachel Jones
Opposed:	Mrs. Linda Griffith	Dr. Renita Irving

**Adjournment** – Mrs. Linda Griffith moved to adjourn, seconded by Ms. Kay Mein.

Chair Bill Jones called for the vote.

In Favor:	Mr. Bill Jones Mrs. Linda Griffith Ms. Barbara Remick	Ms. Kay Mein Dr. Renita Irving Mr. Vachel Jones
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There being no further business, the meeting was adjourned at approximately 1:20 PM.

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

Respectfully submitted,

Wendy D. Groscost  
Executive Assistant

Kelly R. Poole  
Director