

**Lancaster County Library**

**Board Meeting Minutes**

**Date: Tuesday, November 25, 2025**

**Time: 6:30 PM**

**Location: Lancaster County Library - Main Branch**

**313 S. White St., Lancaster, SC 29720**

**Members Present:**

Anne Murphy, Chair

Solomon Goldiamond

Paulette Isoldi

Phyllis Jarvis

Ann Tillman

**Members Absent:**

Keith Gray (deceased)

Debby Hegler - excused

Jim Timmons - excused

Kayla Vaughn - excused

**Staff Present:**

Dr. April Williams, Director

Nancy Berry, Deputy Director

Tally Johnson, Deputy Director

Maggie Vinclette, Outreach Librarian

**County Council Representatives Present:**

Lauren Hill, Deputy Clerk to Lancaster County Council

Sherri Simpson, Clerk to Lancaster County Council

**Welcome**

**Call to Order:** 6:30 PM by Anne Murphy, Chair

Anne Murphy announced the loss of fellow board member, Keith Gray, who passed away on November 22. Gray was recognized for his honorable service to the Library Board and to his community. Murphy offered a prayer in remembrance of K. Gray.

**Public Comments:**

- Susan Brown of Lancaster and the Tree Tops community expressed condolences to the board. She noted that she was excited and hopeful the library board will move forward with the program for youth so their voice can be heard. She explained that she represents almost 70 women who meet to discuss social and political topics as well as how they can use their voice. Most recently, the group gathered donated items for immigrants filling four cars. If anyone can use their services, please contact Susan Brown.

**Approval of Agenda:** Motion to accept made by P. Jarvis and seconded by A. Murphy. All approved.

**Approval of 9/23/25 Minutes:** Motion to accept made by A. Murphy and seconded by P. Jarvis. All approved.

P. Jarvis asked about the minutes from the Library Board Strategic Planning Retreat on 11/15/25. As these minutes were not included in the packet for this meeting, approval of these minutes will be moved to the Library Board's next meeting.

**Librarian's Report:**

- Dr. April Williams welcomes newest Board member, Solomon Goldiamond.
- October 7 - National Night Out handed out hundreds of books to children
- October 11, November 8 - Greenway Cleanup with Rotary
- October 16 - SCLA Executive Board meeting, serving as Treasurer
- October 17 - SCLends Executive meeting, 22 counties with Greenwood and Saluda added and plans for 7 more counties to be added next year
- October 23 - Coroner Ground Breaking for new building
- October 25 - Trunk or Treat (Rec. Dept.) Maggie, Susie and Erica handed out candy and shared information about the library
- October 29-30 - SCLA Conference: Staff members attended. Dawn Staley was there. There were great conference sessions about copyright and other professional skills.
- November 3 - Work Day Project Kick-Off: integrate new software in county
- November 12 - Performance Metric Workshop: presented budget to county council, talked about goals and how we want to measure successes
- November 14 - Book Locker Tour for Kershaw County Library reps - second county to tour the lockers
- Book Vending Update - Dennis, county administrator, is helping with contacts. The book vending machine will compliment the book lockers. As there is no branch in the northern part of Indian Land, we are hopeful there will be a location in that area to place the book vending machine.

Maggie Vincelette, outreach librarian

- Participated in National Night Out, visited ILHS, Buford Parks and Rec, and the Kershaw Branch
- Working on starting a memory cafe with plans to implement around the 1st of February. Vincelette visited one in Charlotte and Rock Hill, and scheduled 2 speakers from Alzheimer's Association
- Welcomed students visiting from Second Baptist
- Dementia Friendsgiving webinar - supporting those with dementia, showcase memory cafe, lived experience panel
- Create and connect - an adults only craft time; participants increased from four to nine with participants exchanging numbers to connect
- Book delivery for homebound - has emailed 42 churches but only heard from 3 so far; Vincelette explained how it would work - Registration form to fill out, Maggie would work with homebound patrons one on one, deliver, and pick up. She has spoken with Calhoun County Outreach Librarian, and received forms from York County Library for planning. She has also emailed Lancaster County Council on Aging to share information about these services.

**Deputy Directors' Reports:**

- N. Berry, Kershaw
  - Recipient of SCLA Legacy of Service Award
  - October 2 - North Central School visit with 95 students attending
  - Won 3rd place in the Scarecrow Contest
  - October 30 - Participated in Kershaw's "Harvest on Hampton" - interacted with around 1000 children and adults
  - November 3 - ERP Update with County Project Team
  - November 6 - Visit of 115 students, teachers, and parents from Kershaw Elementary
  - Planning with Susie, Lancaster's Children's Librarian, a Winter Reading Club
  - Working with USCL on additions and improvements to the iLab
  - November 12 - County Budget Workshop
- T. Johnson, Del Webb
  - Represented the Library as a ghost storyteller at the Calhoun County Library and at other locations throughout October.
  - Completed the County Driver Training on October 29th
  - Kelsey Cooper, our new Full Time employee, started on November 3<sup>rd</sup>. She attended Y'All Fest in Charleston on 11/14 and 11/15 (a book festival

for Teen and YA books and authors). She also brought her Lit Happens Book Club to Del Webb from Main.

- On November 14<sup>th</sup>, staff from the Kershaw County Library came to Del Webb to experience the Lockers and tour the building. They were very impressed with the staff, building, and patron traffic; offered assistance when established
- Participated in the Library Board Retreat on November 15<sup>th</sup>
- Summer Reading planning has begun.
- We are slowly adding Adult programming- added the Common Threads Crafters and a Writers Group. Working on additional programming for January.
- The Friends Of the Library book sale at Del Webb is Saturday, December 6<sup>th</sup> from 9am -1pm.
- Cookies and Canes (a new Christmas event) is Tuesday December 16th. Cocoa, music, pictures, staff driven, teddy bear vet , Santa
- *The Lies I Tell My Friends*, book by T. Johnson, has been released
- Events will be held at each branch for Christmas. See library website
- Dec. 13 Teen holiday party

#### **Financial Report:**

- There are still sufficient allotments in the budget.
- A. Williams asked if there were any specific questions about the financial report.
- P. Jarvis asked if there were statistics for how the meeting rooms were used. A. Williams explained this information is included in the annual report. There were over 800 outside groups who used the meeting rooms just at the main branch.

#### **FOIA Training:**

Sherri Simpson, Clerk to Lancaster County Council, and Lauren Hill, Deputy Clerk to Lancaster County Council, presented the Lancaster County Council Boards and Commissions Training.

- L. Hill will share the presentation with A. Williams and the Library Board for members who are absent
- FOIA - Freedom of Information Act
- In September of 2024, Lancaster County Council updated general provisions so everyone is following the same rules
- News media must be notified of meetings in advance. Dates are set a year in advance, council votes, dates are sent to news media. A notice of 3 business days to County Council Clerk, 24 hours notice for news media in advance of actual meeting date
- Boards must elect a chair, vice chair, and secretary

- No subcommittees because those follow the same rules as the board
- Board members serve without pay
- Request for funding of the Library Board is different than other boards because Library Board is governed by state law
- Conflicts of interest -If there is a conflict, contact Dr. Williams. The county attorney can advise on whether or not board members should recuse themselves from vote and discussion. If a member is recused, the time the member left and the time the member returned must be recorded in the minutes. A recusal form has to be attached to minutes.
- Have to be a resident of Lancaster County and be registered to vote in order to serve on boards and commissions. Can be waived by a unanimous vote of County Council. If you move, notify the Clerk to the County Council.
- Terms are four years, reappointment - can only serve 2 consecutive terms. This can be waived upon  $\frac{2}{3}$  votes of county council.
- Failure to attend at least 50% of time will constitute removal (3 consecutive). The Board Chair can excuse an absence. Absences must be excused at the beginning of the meeting and included in minutes
- Remember, you are representing the county. Be mindful of how you speak to staff and citizens. We serve at the pleasure of the county council; they can remove you if they so choose.
- FOIA Training will be offered twice a year in December and July. New appointees will need to attend.
- Minutes of every meeting should be filed with the clerk's office. These are posted online. Recordings of the meeting should be sent to the Clerk to County Council.
- Some boards can be disestablished. The Library Board is by state law and is a governing board.
- Written minutes must include date, time and place of meeting, members recorded as present or absent, substance of all matters proposed. Any handouts have to be attached to minutes. Redact email address, phone number, email. Minutes shall be public records. Minutes are not official until they have been approved. Recordings are not an official record of meeting legally, but approved minutes are.
- Public comments can be limited to a total of 30 minutes. A statement can be made at the beginning of the meeting to inform the public that Public Comments is not a time for Q & A or interrogation of Board members.
- Agenda - to amend an agenda at a meeting there needs to be an emergency circumstance, cannot have final action  $\frac{2}{3}$  vote
- The county can be fined by court of law for FOIA violations. Be transparent - we are here to serve the county and the public deserves to know. FOIA helps us stay accountable.

- The board can have an executive session but guided by our county council's rule, there needs to be a very specific explanation as to why. These reasons might be personnel, hiring of a library director, appointing an interim director or evaluation of director. Wording is needed from the county attorney to include an executive session. No audio recording or note taking should occur in the executive session. Any votes have to be done in public and cannot be done in executive session.
- Do not "reply all" to notices of meeting. If everyone shows up or you have a quorum (5), then it is a meeting. A draft of the minutes can be sent to the group but members must not "reply all."
- If private email is used to conduct board business, it can be FOIA. Some people choose to create a separate account just for board business.
- The County Council is asking all boards to submit an annual report every August/September - just to be informed of what the board is doing. Sample reports will be shared.

## **Discussion**

### **A. Strategic Plan**

- Thanks to those who attended the retreat and worked on the strategic plan.
- Motion to table discussion of Strategic Plan draft made by P. Isoldi and seconded by S. Goldiamond. All approved.
- A draft of the strategic plan and minutes from the retreat will be shared at the next meeting for discussion and approval.

### **B. Budget Requests**

- A. Murphy asked A. Williams what she planned to request.
- A. Williams is asking for another full time employee at Del Webb. She is seeking funding through other avenues as well.
- April and Susie are working on grants. April has consulted with the new grants administrator for the county.
- A. Williams has not seen any problems with changes in federal funding

**Next Meeting:** 6:30 PM January 27, 2026 at the Lancaster Main Branch

**Adjourn:** 8:15 PM Motion to adjourn made by P. Isoldi and seconded by A. Murphy. All approved.

Minutes submitted by secretary, Ann Tillman