GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library Board of Trustees

Meeting Minutes

02/01/2021 06:30 PM

Virtual Board Business Meeting

Members of the public can listen by calling:

(US)+1 302-469-6613 PIN: 956 327 621#

Voting Members

Kelly Byrd, Board Member

Wandy Taylor, Vice Chair

JT Wu, Secretary

Meeting Minutes

1. **Call to Order**

   Board Vice Chair Wandy Taylor called the meeting to order at 6:34 PM

2. **Approval of the Agenda**

   Motion made by Wu to approve the February 1, 2021 Board Business meeting agenda as presented. Seconded by Byrd, Unanimous. APPROVED

3. **Director's Winter Report**

   Executive Director Charles Pace reported important library meetings, projects and events with the following highlights:

   - Charles had a good meeting with the County's incoming Chair, Nicole Hendrickson and discussed the Library's budget, programs, and community service profile.
   - The new Duluth and Norcross construction projects are going well. Duluth is on track for substantial completion by the end of March with Norcross to follow by late summer.
   - The library has developed a partnership with the Gwinnett Schools whereby students can return their school media center books to our branch libraries and GCPL Library books can be returned to the schools. A courier will deliver the collected books to their intended destination.

4. **Financial Items**

   Dana Russell presented the GCPL FY 2020 year-end Narrative and Statement and the Community Foundation for Northeast Georgia Statement for the fourth quarter ended December 31, 2020. No action was necessary on the Financial items.

5. **FY 2020 Budget Amendment 4**

   Motion made by Taylor to adopt Amendment 4 to the Library's FY 2020 budget to increase total Revenue by $6,500 and total Expenditures by $6,500. Seconded by Wu, Unanimous. APPROVED

6. **FY2021 Budget Amendment 1**

   Motion made by Byrd to adopt the proposed Amendment 1 to the GCPL FY 2021 Budget to increase budgeted Revenues by $349,257, Expenses by $1,812,522, and Authorized Positions by 5 for the purposes presented to the Board in its February 1, 2021 Business Meeting. Seconded by Wu, Unanimous. APPROVED

7. **Policy Revisions**

   a. **Personnel Policy: Telecommuting**

      Motion made by Taylor to revise the GCPL Personnel Policy by inserting the Telecommuting policy as presented between the policy sections covering Hours Of Work and Transfers. Seconded by Byrd, Unanimous. APPROVED

   b. **Financial Policy: Budget Development**

      Motion made by Wu to include cost-of-living and performance-based employee pay increases at least equal to cost-of-living and performance-based employee pay increases provided to employees of Gwinnett County in the same fiscal year. Seconded by Taylor, Unanimous. APPROVED

8. **New Paid Covid-19 Leave for 2021 Policy**

   Motion made by Byrd to adopt retroactively to January 1, 2021 the Gwinnett County Public Library COVID-19 Paid Leave Policy to provide paid leave to

employees who have to miss work for COVID-19 related reasons. Seconded by Wu, Unanimous. APPROVED

9. **Minutes Pending Approval.**

   Motion made by Taylor to approve the November 16, 2020 Board Business Meeting Minutes and the December 21, 2020 Called Meeting Minutes as presented. Seconded by Byrd, Unanimous. APPROVED

10. **Executive Session**

    Motion made by Taylor to go into Executive Session at 7:48 for the purpose of discussion or deliberation on the Executive Director's FY 2021 compensation. Seconded by Byrd, Unanimous. APPROVED

    Action to come out of Executive Session

    Motion made by Wu to come out of closed meeting. Seconded by Byrd, Unanimous. APPROVED

11. **FY2021 Director's Compensation Resolution**

    Motion made by Wu to adopt the Resolution for the FY2021 Director's Compensation determined in Executive Session. Seconded by Taylor, Unanimous. APPROVED

12. **Other Business**

    No other Business was discussed.

13. **Adjournment**

    Motion made by Taylor to adjourn the February 1, 2021 Business meeting. Seconded by Wu, Unanimous. APPROVED

Meeting Adjourned at 8:34 PM