GWINNETT COUNTY
PUBLIC LIBRARY

**Gwinnett County Public Library**
**Meeting Minutes**
**Workshop Meeting**
**04/26/2021 06:30 PM**
Library Administrative Offices
1001 Lawrenceville Highway
Lawrenceville, GA 30046

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**Voting Members**
Kelly Byrd, Vice Chair
Wandy Taylor, Chairperson
Ted Koppel, Treasurer
JT Wu, Secretary
Adriana Andrade – was Absent

**Meeting Minutes**
The Gwinnett County Board of Trustees held the scheduled Board Workshop meeting April 26, 2021 6:30 PM at the Library Administrative Office. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Election of Officers**
   Call to Order
   Vice Chair Wandy Taylor called the meeting to order for the Election of Officers at 6:32 PM.

   A motion was made by Kelly Byrd to elect Wandy Taylor as Chairperson. Seconded by JT Wu, Unanimous. APPROVED

   A motion was made by JT Wu to elect Kelly Byrd as Vice Chairperson. Seconded by Ted Koppel, Unanimous. APPROVED

   A motion was made by Kelly Byrd to elect JT Wu as Secretary. Seconded by Ted Koppel, Unanimous. APPROVED

   Board Chairperson Wandy Taylor appointed Ted Koppel as Treasurer.

   The election of Officers adjourned at 6:37 PM

2. **Director's Spring Report**
   Executive Director, Charles Pace reported on the recent library meetings, projects, and events that have taken place since January 2021 with the following highlights:

- The GCPL Foundation Board is officially up and running with Board member Erica McCurdy serving as Chair of the Foundation Board.
- On March 17th library operations began partial open hours and full hours were restored on March 31st. Currently, Meeting Rooms and Learning Labs are still closed and scheduled to open June 1st.
- There have been several meetings over the past three months with consultants, community leaders, and library staff for input on a Facilities Master Plan. Preliminary recommendations should be available soon.

**3. FY2022 Budget Update**

Executive Director, Charles Pace requested that the Board move the following Board meeting from May 10, 2021 to May 17, 2021. More time is needed to complete the budget "decision package" request for additional funding. The funding will specifically go toward Collections, additional Staff Positions and results from the Pay Study.

**4. Financial Items**

a. FY2021 Financial Narrative and Statement

Sydney Sattler, consultant with TechCXO presented the 1st quarter Financial Narrative and Statement ending March 31, 2021. The variance between Revenues and Expenditures as of 3/31/2021 is -$235,462.

b. FY2021 CFNEG Statement

Sydney Sattler presented the Community Foundation for Northeast Georgia Statement for the 1st quarter ended 3/31/2021 as information. Over the coming months the library will be moving the majority of the funds out of the Community Foundation over into the GCPL Foundation account.

c. FY2021 Budget Amendment 2

A motion will be requested at the May 17, 2021 Board Business meeting to adopt Amendment 2 to the Library's 2021 Budget to increase total Revenue by $179,678.46 and total Expenditures by $299,578.08.

**5. Purchase of Network Equipment**

The purchase of network equipment is an E-Rate funded project and will affect all 15 of the library locations. Layer 3 Communications has been contracted to install additional firewalls and include exterior wireless access points, which will enable internet access to the library parking lots.

**6. New Duluth Branch Update**

Facilities Director, Cathy Chisholm gave updates on the construction of the new Duluth branch with the following highlights:

- The new Duluth branch has passed all of its inspections. Once the paper work is final, we will have the Certificate of Occupancy.
- Materials and IT will be moving equipment into the branch starting tomorrow.
- The collection at old Duluth is being packed and moved this week.
- The opening of the Duluth branch is planned for the second week in May. The building is state of the Art and beautiful.

7. **Minutes Pending Approval**

   A motion is requested at the May 17, 2021 Board Business meeting to approve the 02/01/2021 Board minutes as presented.

8. **Other Business**

   Hooper Renwick Project

   Executive Director, Charles Pace spoke of the Hooper Renwick project and the library's intent to look into some funding to enhance and expand the Hooper Renwick efforts.

**Workshop concluded at 7:37 PM**

APPROVED 5/17/2021