GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library
Meeting Minutes
Board Workshop
07/26/2021 06:30 PM
Duluth Branch Library
3180 Main Street
Duluth, GA 90096

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

Meeting Minutes
The Gwinnett County Board of Trustees held the scheduled Board Workshop meeting July 26, 2021 6:30 PM at the Duluth branch library. Executive Director Charles Pace and other administrative staff were in attendance. The Workshop began at 6:32 PM.

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

   - Planning work is continues on the Hooper-Renwick project. The County has hired an exhibit specialist, and they will be responsible for planning the displays.
   - The ribbon cutting for the New Duluth library was held on May 25th and is now open to the public.
   - Planning is being done for the Library's gala to be held on October 23, 2021 at the Gas South District.
   - June 26th GCPL held the graduation ceremony for six Career Online High School students at the new Duluth branch.
   - The timeline for the Implementation of the OCLC Wise catalog system is underway with a go live date of December 13, 2021.

2. **FY 2022 Budget Update**
   Executive Director Charles Pace informed the Board that the FY 2022 Budget presentation with the County will be on August 31, 2021.

3. **Financial Items**

   a. **FY2021 Financial Narrative and Statement**

   Sydney Sattler, consultant with TechCXO presented the 2st quarter Financial Narrative and Statement ending June 30, 2021. The variance between Revenues and Expenditures as of 6/30/2021 is $486,155.

   b. **FY2021 CFNEG Statement**

   Sydney Sattler presented the Community Foundation for Northeast Georgia Statement for the 2st quarter ended 6/30/2021 as information. The Library continues to transition funds to the GCPL Foundation.

4. **FY 2021 Budget Amendment 3**

   A Motion is requested at the August 9, 2021 Board Business meeting to adopt Amendment 3 to the Library's FY2021 budget to increase total Revenue and total Expenditures by $96,510.03

5. **Facilities Master Plan**

   Executive Director, Charles Pace reported that more work needs to be done before sharing details on the plan at this time. Charles proposed having a Board meeting in September devoted solely to the Facilities Master Plan.

6. **Audit Report**

   Charles mentioned that the Audit is clean and Josh Carrol will present the FY2020 Audit report at the August 9, 2021 Board Business Meeting.

7. **Signatory Authority**

   Motion requested at the August 9, 2021 Board Business meeting for the Library Board to give signature authority for all contracts and other documents to Charles Pace who holds the position of Executive Director.

8. **Minutes Pending Approval**

   A Motion is requested at the August 9, 2021 Board Business meeting to approve the May 17, 2021 Board Business Meeting Minutes as presented.

9. **Other Business**

   No other business was discussed.

10. **Optional Tour of the Duluth Branch**

The Workshop concluded at 7:17 PM.