GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library
Meeting Minutes
Workshop Meeting
July 27, 2020 - 6:30 PM
Virtual Board Workshop Meeting

The Gwinnett County Board of Trustees held the scheduled July 27, 2020 6:30 PM Board Workshop meeting in an online Virtual meeting due to the Covid-19 pandemic. Executive Director Charles Pace and other administrative staff were in attendance.

Board Members Present
Dick Goodman, Chair
Deborah Oscarson, Treasurer
Kelly Byrd, Board Member
Wandy Taylor, Vice Chair
JT Wu, Secretary

Director's Summer Board Report

Executive Director Charles Pace, reported updates on Library services, resources and programming amid the Covid-19 pandemic with the following highlights:

- The Gwinnett County Schools has changed the library card Branch Out program from "opt in" to "opt out" which means that parents will have to say if they do not want their children to have a Library card. This helps put more Library cards in the hands of students.
- With the escalation of Covid cases in the community, the Library has rolled back to providing curbside service. The situation will be evaluated on a weekly basis to assess when it would be safe to open again.
- The Library's Volunteer coordinator Ann Serrie, has been working with Gwinnett Cares to provide meals for families and this effort has served several thousand families in the community. Plans are now being made for the Library's bookmobile to be used to deliver food to senior citizens.
- Youth Services will soon be rolling out a newly developed early childhood education program called "Kindergarten Here We Come"

1. **Signatory Authority**

   Consideration is requested at the August 10, 2020 Board Business meeting to give Signatory Authority to Charles Pace for all contracts and other documents for the Gwinnett County Public Library.

2. **Financial Items**

   a. Financial Narrative and Statement

      Administrative Services/CFO Dana Russell summarized the 2nd quarter financial report ending June 30, 2020. The variance between Revenues and Expenditure for FY 2020 as of 6/30/20 is $82,666.

   b. FY 2020 CFNEG Financial Statement

      The Community Foundation for Northeast Georgia Statement for the second quarter ended 6/30/20 is for information only.

   c. FY 2020 Budget Amendment 2

      A motion will be requested at the August 10, 2020 Board Business meeting to adopt Amendment 2 to increase total Revenue by $254,862.20 and total Expenditures by $254,862.20.

3. **RFPs**

   Director of Administrative Services/CFO Dana Russell presented the following RFPs and explain the purposes for each of these requests.

   a. Compensation Plan Evaluation Services

      As an effort to evaluate equity and equal access across all aspects of its operations the Library will be analyzing pay equity for existing staff and equity across current job classifications and pay grades.

   b. Facilities Master Plan

      To pursue the strategies outlined in the GCPL strategic plan the Library believes that the development of a long-term facilities master plan is necessary to better serve the community.

   c. Library Space Reconfiguration

      A motion is requested at the August 10, 2020 Board Business meeting to authorize the Executive Director to enter a contract with a qualified contractor to reconfigure space at Suwanee and Peachtree Corners branches to create Learning Lab spaces at those branches.

4. **Minutes Pending Approval**

   A Motion is requested at the August 10, 2020 Board Business meeting to approve the May 11, 2020 and the June 1, 2020 Board Minutes as presented.

5. **Other Business**

   No other business was discussed.

The Workshop Meeting concluded at 7:22 pm.

APPROVED 8/10/2020