GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library
Meeting Minutes
Board Workshop Meeting
October 25, 2021 - 6:00 PM
Norcross Branch Library
5735 Buford Highway
Norcross, GA 30071

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

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Workshop meeting October 25, 2021, 6:00 PM at the new Norcross Branch in Norcross. Executive director Charles Pace and other administrative staff were in attendance.

1. **Director's Report**
   Executive Director Charles Pace gave a report on the important library meetings, projects and events that have taken place since August 2021 with the following highlights:

   - Charles spoke with representatives of the Gwinnett Remembrance Coalition on possible ways to collaborate including helping with an essay contest, expanding their relationship with Gwinnett County Public Schools and discussed the possibility of an interactive display and oral history of their primary project of race and racial issues and violence in Gwinnett County.
   - Charles toured the Gwinnett Entrepreneur Center and discussed possible synergies between their work and the Library's.
   - Charles also attended the State of the Schools address and heard Dr. Calvin Watts talk about plans for GCPS and the direction the schools will be heading.

2. **CY 2022 Board Meeting Schedule**
   The Board reviewed the CY 2022 Board Meeting schedule and will take action at the 11/15/21 Board Business meeting.

3. **Request for Library Closure**
   Director of Customer Experience Michael Casey, explained that the Library would be implementing the new OCLC WISE technology platform on 12/13/2021 and this would be disruptive to public use of the library both with staff availability as well as with technology. The Board is requested to take action at the 11/15/2021 Board Business meeting.

4. **Financial Items**
   a. **FY 2021 Financial Narrative and Statement**
      Director of Administrative Services/CFO Ruby Wilson reported the financial activities for the 3rd Quarter ended September 30, 2021 with Revenues over Expenditures up by 35.33%.

   b. **FY 2021 CFNEG Statement**
      The Community Foundation of Northeast Georgia (CFNEG) FY2021 financial statement for quarter 3 was not available in time to include in the materials prepared for the Board Workshop.

5. **FY 2021 Budget Amendment 4**
   The Board is requested to adopt Amendment 4 to the GCPL FY2021 Budget to increase total Revenue and total Expenditures by $46,998.48 due to a Salary and Benefit reimbursement grant.

6. **GCPL Paid Parental Leave Policy**
   Georgia recently enacted HB 146, which provides paid parental leave to all eligible state employees. Based on this bill, Director of Human Resources Argentina Murphy presented the Paid Parental Leave Policy that provides paid pregnancy and parental leave to all eligible employees. Board approval is requested at the 11/15/2021 Board Business meeting.

7. **Employee Handbook Revisions**
   Revision recommendations were made by the Equity Task Force to include more detailed language and/or clearly defined terms to the Employee Handbook. Board action is requested at the 11/15 Board Business meeting.

8. **Minutes Pending Approval**
   Motion requested at the 11/15/2021 Business meeting to approve the minutes.

9. **Call to Order**
   Board Chair Wandy Taylor called the meeting to order at 7:15 PM

10. **Service Agreement with ADP**

Motion made by Taylor to approve the service agreement between the Gwinnett County Public Library and ADP, inc. for implementation of the Workforce Now Human Resources Capital Management solution at a one-time implementation cost of $3,600 and $59,507.90 annually in 12 incremental billing of $4,306.35 per month. Seconded by Andrade, Unanimous. APPROVED

11. **Other Business**

Board member Adriana Andrade shared that she has been speaking with some of her hospital and school contacts about the possibility of holding collaborative classes with the library on topics of smoking and vaping cessation as well as other topics.

12. **Adjournment**

Motion made by Wu to adjourn the October 25, 2021 Board meeting. Seconded by Koppel, Unanimous. APPROVED

Meeting adjourned at 7:29 PM