GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library
Workshop Meeting Minutes
Board of Trustees
October 26, 2020 - 6:30 PM
Virtual Board Workshop

The Gwinnett County Board of Trustees held the scheduled October 26, 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.
The meeting began at 6:30 PM.

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

1. **Director's Fall Report**
   Executive Director Charles Pace, reported updates on Library services, resources and programming amid the Covid-19 pandemic with the following highlights:

   - Starting today, the Library is back to the full schedule of open hours since the Covid-19 shut down began in March.
   - The construction on the new Duluth Branch Library is expected to be completed around March, and the new Norcross Branch should be completed about mid-summer. The groundbreaking for the new Snellville Branch should take place after the first of the year.
   - Things are going well with the ballot drop offs at the ballot boxes.

2. **CY 2021 Board Meeting Schedule**
   A motion is requested at the November 16, 2020 Board Business Meeting to approve the CY 2021 Board Meeting Schedule.

3. **Financial Items**

   a. <u>Third Quarter Financial Narrative & Statement</u>
      Director of Administrative Services/CFO Dana Russell summarized the 3rd quarter financial report ending September 30, 2020 for FY 2020. The

variances between Revenues and Expenditures for FY 2020 as of 9/30/2020 is $599,137.

b. Pandemic Spending Plan

Director of Administrative Services/CFO Dana Russell presented the impact on Library operations due to the SARS-CoV-2/Covid-19 pandemic. Based on continued application of pandemic spending restrictions, the Library may end the fiscal year with as much as $610,000 excess of revenues over expenditures.

c. CFNEG Third Quarter Financial Memo

The CFNEG financial statement for the third quarter ended September 30, 2020 was not available to include in the materials prepared for the Board. The statement will be presented at the November 16, 2020 Board Business meeting.

d. FY 2020 Budget Amendment 3

A motion is requested at the November 16, 2020 Board Business meeting for the Board to adopt Amendment 3 to the Library's FY 2020 budget to increase total Revenue by $30,500 and total Expenditures by $30,500.

e. FY 2021 Budget

A motion is requested at the November 16, 2020 Board Business meeting to adopt an initial FY 2021 budget that reflects the Board's FY 2021 "continuation" budget request.

4. Personnel Policy Revision - Leave Sharing Donation Policy

Administrative Services/CFO Dana Russell summarized the Leave Sharing Donation Policy, which allows employees to donate unused accrued leave to other employees that may need more leave due to an extended illness or major disaster. A motion will be requested at the November 16, 2020 Board Business Meeting to approve the addition of the Leave Sharing Donation Policy to the end of the Paid Leave section of chapter VII of the GCPL Personnel Policy.

5. Surplus of Capital Assets

A motion is requested at the November 16, 2020 Board Business Meeting to ratify the Library's decision to surplus the materials handler formerly installed at the Five Forks Branch.

6. Contracts

a. Facilities Master Planning Services

Director of Administrative Services/CFO Dana Russell summarized the need for a Facilities Master Plan. A motion will be requested at the November 16,

2020 Board Business meeting to award the contract for the Facilities Master Planning Services.

b. Compensation Plan Evaluation Services

Director of Administrative Services/CFO Dana Russell summarized the need for the Library to have a qualified firm review, revise its pay grade structure and job assignments, and make comparisons against employers within its competitive market. A motion is requested at the November 16, 2020 Board Business Meeting to award the contract for Compensation Plan Evaluation Services.

7. Strategic Plan Update

Director of Branch Services, Margaret Penn updated the Board on how the library is doing on fulfilling the goals of the new Strategic Plan with the onset of the Covid-19 pandemic striking within 2 months of the Strategic Plan implementation. Some of the highlights are:

- Despite the pandemic, the Library continues to work with our community partnerships such as the Community Foundation, the United Way, the Gwinnett Schools to help with Kindergarten preparedness and early learners, and Gwinnett Tech.
- The library switched from in person programs to virtual programs and have offered over 1000 programs for the public since March.
- The Library has been able to offer community services such as Vision to Learn that offers free eye exams and glasses to school age children.
- Partnered with the Parks, Community Food Bank, and a nonprofit called Let Them Eat for food distribution at multiple sites.
- Provide greater diversity in programs and services with staff that speak over 20 languages.
- A business boot camp offered to people that newly released from incarceration to help them start their own business.

8. 8/10/2020 Draft Board Business Meeting Minutes

A motion is requested at the November 16, 2020 Board Business meeting to approve the August 10, 2020 Board Business meeting minutes.

9. Other Business

No other business was discussed.

The Workshop Meeting concluded at 7:43 PM

Approved 11/16/2020