GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library
Meeting Minutes
Board of Trustees
November 16, 2020 – 6:30 PM
Suwanee Branch Library Meeting Room
361 Main Street
Suwanee, GA 30024

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

Meeting Minutes
The Gwinnett County Board of Trustees held the Scheduled November 16, 2020 Board Business meeting at the Suwanee Branch Library. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair, Dick Goodman called the meeting to order at 6:32 PM.

2. **Approval of the Agenda**
   Motion made by Wu to approve the November 16, 2020 Board Business meeting agenda as presented. Seconded by Oscarson, Unanimous. **APPROVED**

3. **CY 2021 Board Meeting Schedule**
   Motion made by Taylor to approve the CY 2021 Board Meeting Schedule as presented. Seconded by Wu, Unanimous. **APPROVED**

4. **Citizens Request to Address the Board**
   No citizens were present to address the Board.

5. **Financial Items**

   a. **Third Quarter Financial Statement for CFNEG**

Administrative Services Director/CFO Dana Russell presented the third quarter financial statement for the Community Foundation of Northeast Georgia. This item is for information only, no action required on the financial statement.

b. **FY2020 Budget Amendment 3**

Motion made by Oscarson to adopt Amendment 3 to the Library's FY 2020 budget to increase total Revenue by $30, 500 and total Expenditures by $30,500. Seconded by Byrd, Unanimous. **APPROVED**

c. **FY 2021 Budget**

Motion made by Wu to adopt an initial FY 2021 budget that reflects the Board's FY 2021 "continuation" budget request. Seconded by Taylor, Unanimous. **APPROVED**

6. **Personnel Policy Revision - Leave Sharing Donation**

Motion made by Taylor 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. Seconded by Byrd, Unanimous. **APPROVED**

7. **Surplus of Capital Assets**

Motion made by Oscarson to ratify the Library's decision to surplus the materials handler formerly installed at the Five Forks Branch. Seconded by Taylor, Unanimous. **APPROVED**

8. **Contracts**

a. **Facilities Master Plan**

Motion made by Taylor to approve the award of a contract for Facilities Master Planning Services in the amount of $208,490 to the Sizemore Group. Seconded by Wu, Unanimous. **APPROVED**

b. **Compensation Plan Evaluation**

Motion made by Wu to approve the award of a contract for Compensation Plan Evaluation Services in the amount of $29,955 to MGT Consulting. Seconded by Byrd, Unanimous. **APPROVED**

9. **Minutes Pending Approval**

Motion made by Byrd to approve the August 10, 2020 Board Business meeting minutes and the October 26, 2020 Workshop minutes as presented. Seconded by Taylor, Unanimous. **APPROVED**

10. **Recognition Of Outgoing Board Members**

    Outgoing Board Chairman Dick Goodman and Board member Deborah Oscarson were recognized for their years of commitment and service on the Gwinnett County Public Library Board of Trustees. Awards of appreciation were presented to each as well as a resolution renaming the Suwanee Branch meeting room as the *Dick Goodman room*.

11. **Other Business**

    No other business was discussed.

12. **Adjournment**

    Motion made by Oscarson to adjourn the November 16, 2020 Board Business meeting. Seconded by Taylor, Unanimous. **APPROVED**

Meeting adjourned @ 7:17 PM