GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library
Meeting Minutes
08/10/2020 6:30 PM
Virtual Board Business Meeting

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 August 10, 2020 6:30 PM Board Business meeting in an online Virtual meeting due to the Covid-19 pandemic. 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 Oscarson to approve the August 10, 2020 Board Business meeting agenda as presented. Seconded by Byrd, Unanimous. APPROVED

3. **Signatory Authority**
   Motion made by Taylor to give Signatory Authority to Charles Pace for all contracts and other documents who holds the position of Executive Director for the Gwinnett County Public Library. Seconded by Wu, Unanimous. APPROVED

4. **Financial Items**

   a. Financial Narrative and Statement
      Director of Administrative Services/CFO Dana Russell summarized the Financial Report for the second quarter. The variance between Revenues and Expenditures for FY 2020 as of 6/30/20 is $82,666. The Closing of the Library due to Covid-19 has impacted the budget.
      No action necessary on the Financial Report.

   b. FY 2020 CFNEG Financial Statement
      No action necessary on the Community Foundation statement.

c. FY2020 Budget Amendment 2

Budget Amendment 2 is to appropriate grants into the budget that have been received by the Library since the FY 2020 budget was last approved by the Board.

Motion made by Taylor to adopt Amendment 2 to the FY 2020 budget to increase total Revenue by $254,862.20 and total Expenditures by $254,862.20. Seconded by Byrd, Unanimous. APPROVED

5. **RFPs**

a. Compensation Plan Evaluation Services

No action necessary

b. Facilities Master Plan

No action necessary

c. Library Space Reconfiguration

Motion made by Taylor for the Executive Director to be authorized to enter into a contract not to exceed $110,000 with a qualified contractor to reconfigure space at Suwanee and Peachtree Corners branches to create Learning Lab spaces at those branches. Seconded by Wu, Unanimous. APPROVED

6. **Minutes Pending Approval**

Motion made by Byrd to approve the May 11th, June 1st, and July 27, 2020 Board meeting minutes. Seconded by Oscarson, Unanimous. APPROVED

7. **Other Business**

Library Reopening

Board member Kelly Byrd asked about the Library's guidelines on reopening the branches in light of the Covid-19 pandemic.

Executive Director Charles Pace shared that the library goes by the CDC guidelines. The Library Leadership discusses the Covid situation weekly and would like to see fourteen days of declining Covid cases and greater availability of testing before reopening the Library to the public.

Kelly Byrd thanked Mr. Pace for his decision making to keep staff and the community safe and appreciates the efforts he is putting forth.

Election Drop Boxes

The Gwinnett County Board of Elections is adding drop boxes to all 15 Public Libraries in the system for the upcoming elections.

8. **Adjournment**

Motion made by Taylor to adjourn the August 10th Business meeting. Seconded by Byrd, Unanimous. APPROVED

Meeting Adjourned at 6:59 PM

Approved 11/16/2020