GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library
Meeting Minutes
Board Workshop Meeting
January 10, 2022 - 6:00 PM
Library Administrative Offices
1001 Lawrenceville Hwy.
Lawrenceville, GA 30046

Board Members
Wandy Taylor - Absent
Kelly Byrd – Present
JT Wu - Present
Ted Koppel - Present
Adriana Andrade - Absent

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Workshop meeting January 10, 2022 6:00 pm at the Library Administrative Offices. 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 November 2021 with the following highlights:

   - In December, Charles went to Savannah to attend the first **in-person** State Library Directors meeting in two years.
   - Charles also attended the Chamber holiday mixer, as well as a work session on the Hooper-Renwick project.

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2. **Financial Items**
    - Director of Administrative Services/CFO Ruby Wilson reported that Q4 ended December 31, 2021, year-to-date Revenues were up 24.7% compared and Expenses were up 6.1% compared to Q3.
    - Based on the 2022 Budget amendment request, the Board discussed the possibility of needing to use the Contingency Fund balance to continue library operations. As such, management is considering contingency adjustments that will be presented to the Board at a later date.

3. **Compensation Plan**

    The Board discussed the need to increase the hourly wage in order to recruit and retain quality frontline support staff. A motion to increase the proposed minimum wage will be requested at the February 7, 2022 Board Business meeting.

4. **Performance Review Process**

    HR Director Argentina Murphy shared the Performance Review plan to transition from the current anniversary review process to an annual review process where all employees would receive their performance review along with any increases on December 1 of each year. A motion to adopt this proposal will be requested at the February 7, 2022 Board Business meeting.

5. **Board Bylaws Revision**

    A motion will be requested at the February 7th Board Business meeting to amend the Bylaws by changing the Board meeting start time from 6:30 pm to 6:00pm.

6. **Minutes Pending Approval**

    A motion will be requested at the February 7, 2022 Board Business meeting to approve the November 15th Board meeting minutes as presented.

7. **Election of Officers**

    The Election of Board Officers will take place at the February 7, 2021 Board Business Meeting.

8. **Other Business**

    No other business was discussed.

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Workshop concluded at 6:43 pm.

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