GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library
Meeting Minutes
Board Business Meeting
February 7, 2022 – 6:00 PM
Library Administrative Office
1001 Lawrenceville Highway
Lawrenceville, GA 30046

Voting Members
Dr. Wandy Taylor, Chairperson
Kelly Byrd, Vice Chairperson
Adriana Andrade, Board Member
JT Wu, Secretary
Ted Koppel, Treasurer

Meeting Minutes

The Gwinnett County Library Board of Trustees held a scheduled Board Business meeting on February 7, 2022 at the Library Administrative Offices. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair Wandy Taylor called the February 7, 2022 Board Business Meeting to order at 6:09 PM.

2. **Approval of the Agenda**
   Motion made by Koppel to approve the February 7, 2022 Board Business Meeting agenda as presented. Seconded by Wu, Unanimous. APPROVED

3. **Citizen's Request to Address the Board**
   No citizens were present to address the Board.

4. **Memorandum Of Understanding (MOU)**

Tina Fleming and Jenny Carter from the Gwinnett County Department of Community Services presented a draft MOU between the Gwinnett County Board of Commissioners and the GCPL Board of Trustees for future discussion.

5. **Financial Items**

Ruby Wilson presented the FY 2021 year-end Financial Narrative and Statement and the Community Foundation for Northeast Georgia Statement for the fourth quarter ended December 31, 2021. No action was necessary on these financial items.

5c - FY 2022 Budget Amendment

Motion made by Byrd to adopt the proposed Amendment 1 to the GCPL FY 2022 Budget to increase budgeted Revenues by $11,488 and Expenses by $1,465,784 as presented. Seconded by Andrade, Unanimous. APPROVED

6. **Compensation Plan**

Motion made by Andrade to approve the proposed minimum wage increase effective beginning January 1, 2022 for all eligible support staff and a 4% performance increase effective beginning December 1, 2022 for all eligible full-time and part-time employees as presented. Seconded by Wu, Unanimous. APPROVED

7. **Performance Review Process**

Motion made by Byrd to adopt the proposed Performance Review Process as presented. Seconded by Koppel, Unanimous. APPROVED

8. **Poston Communications Services**

Motion made by Wu to approve the Proposal for Services from Poston Communications with the initial project total of $14,500 plus a fee of $1500 to $2500 per month (as needed). Seconded by Byrd, Unanimous. APPROVED

9. **GCPL Board Bylaws Revision**

Motion made by Andrade to amend the Gwinnett County Public Library Bylaws by changing the Board Meeting start time from 6:30 PM to 6:00 PM as presented. Seconded by Byrd, Unanimous. APPROVED

10. FY 2021 State Grant AUP

Motion made by Byrd to approve the State Grant AUP findings as presented. Seconded by Koppel, Unanimous. APPROVED

11. Minutes Pending Approval

Motion made by Koppel to approve the November 15, 2021 Board Business Meeting Minutes and the January 10, 2022 Workshop Meeting Minutes as presented. Seconded by Byrd, Unanimous. APPROVED

12. Election of Officers

Motion made by Byrd to elect Wandy Taylor as Chairperson. Seconded by Andrade, Unanimous. APPROVED

Motion made by Taylor to elect Kelly Byrd as Vice Chairperson. Seconded by Koppel, Unanimous. APPROVED

Motion made by Wu to elect Adriana Andrade as Secretary. Seconded by Koppel, Unanimous. APPROVED

Motion made by Andrade to elect Ted Koppel as Treasurer. Seconded by Wu, Unanimous. APPROVED

13. Executive Session

Motion made by Byrd to go into Executive Session at 6:58 PM for the purpose of discussion or deliberation on the Executive Director's FY 2022 compensation. Seconded by Koppel, Unanimous. APPROVED

<u>Action to come out of Executive Session</u>

Motion made by Taylor to come out of closed meeting. Seconded by Koppel, Unanimous. APPROVED

14. Call to Order

Board Chair Wandy Taylor called the Board Business Meeting to order following the Executive Session at 7:26 PM.

15. FY 2022 Director's Compensation Resolution

Motion made by Byrd to adopt the resolution for the Director's FY 2022 Director's Compensation determined in Executive Session. Seconded by Koppel, Unanimous. APPROVED

16. Other Business

No other business was discussed.

17. Adjournment

Motion made by Wu to adjourn the February 7, 2022 Board Business Meeting. Seconded by Byrd, Unanimous. APPROVED

Meeting adjourned at 7:30 PM

APPROVED 05/16/2022