Gwinnett County Public Library

Meeting Minutes

Board of Trustees

Board Workshop Meeting

April 25, 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, Secretary

Ted Koppel, Treasurer

JT Wu, Board Member

Meeting Minutes

The Gwinnett County Library Board of Trustees held a scheduled Workshop meeting April 25, 2022 at 6:00 PM 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 April 25, 2022 Workshop Meeting to order at 6:00 PM.

2. **Memorandum of Understanding (MOU)**

   Gwinnett County Department of Community Services Director Tina Fleming was present to discuss the MOU presented at the February 7, 2022 Board

Meeting. Further discussion of the document will take place at the May 16, 2022 Board Business Meeting.

3. Poston Communications Presentation

A representative from Poston Communications made a presentation on their methodology and the projected effects their work will have for GCPL.

4. Foundation Board Nomination

The Board and Library administration discussed the need for a new Trustee to serve on the GCPL Foundation Board. A motion will be requested at the May 16, 2022 Board Business Meeting to nominate a new representative for the Foundation Board.

5. Request for Library Closure

The Board discussed the addition of Juneteenth as a paid holiday for library staff, as this holiday has now been declared a paid holiday for Georgia State employees and Gwinnett County employees. A motion will be requested at the May 16, 2022 Board Business Meeting for the closure of the library on June 19, 2022 for the federal holiday Juneteenth.

6. OCLC Wise Update

Director of Customer Experience Michael Casey provided the Board with updates on the OCLC Wise Initiative.

7. GCPL Staff Day Proposed Date Change

A motion will be requested at the May 16, 2022 Board Business Meeting to move the library's annual Staff Day event to October 17, 2022.

8. Request to Discontinue Attendance Incentive Leave

The Board discussed the current Attendance Incentive Leave Policy used by GCPL. A motion will be requested at the May 16, 2022 Board Business Meeting to approve the discontinuation of the Library's current Attendance Incentive Leave Policy.

9. Minutes Pending Approval

A motion will be requested at the May 16, 2022 Board Business Meeting to approve the February 7, 2022 Board Business Meeting Minutes.

10. Financial Items

a. FY 2022 Q1 Financial Report

Director of Administrative Services/CFO Ruby Wilson reported that for Q1 ended March 31, 2022, year-to-date revenues received were $5.7 million, expenses were $5.85 million, and the net position as of March 31, 2022 shows a deficit of #$120k.

b. FY 2022 Q1 Community Foundation of NE GA Financial Statement

Director of Administrative Services/CFO Ruby Wilson presented the Community Foundation of Northeast Georgia Statement for the first quarter ended March 31, 2022.

c. FY 2022 Budget Amendment

A motion will be requested at the May 16, 2022 Board Business Meeting to adopt Amendment 2 to the Library's FY 2022 budget to increase total Revenue and total Expenditures by $50,852.46 for Federal grant.

d. Change of Accounting System

A motion will be requested at the August 8, 2022 Board Business Meeting to approve the new accounting system contract.

e. Copier Equipment Contract

A motion will be requested at the August 8, 2022 Board Business Meeting to approve the new copier equipment contract.

f. FY 2023 Budget Request

Motion made by Taylor to increase the base budget requested for FY 2023 by $2,784,130. Seconded by Koppel, Unanimous. APPROVED

Motion made by Wu to move Decision Packages 1 and 4 to the base budget requested for FY 2023. Seconded by Koppel, Unanimous. APPROVED

Motion made by Wu to submit a request to the Gwinnett County Board of Commissioners for a FY 2023 subsidy of $26,031,488. Seconded by Byrd, Unanimous. APPROVED

10. Other Business

GCPL Facilities Master Plan

A printed copy of the GCPL Facilities Master Plan was provided to each Board Member, as well as a copy for each Commissioner, to be delivered by their appointed Trustee.

Meeting adjourned at 7:50 PM.

APPROVED 05/16/2022