Gwinnett County Public Library
Board of Trustees
Meeting Minutes
Board Workshop Meeting
July 25, 2022 – 6:00 PM
Suwanee Branch Meeting Room
361 Main Street
Suwanee, GA 30024-2233

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

Meeting Minutes

The Gwinnett County Library Board of Trustees held a scheduled Workshop meeting July 25, 2022 at 6:00 PM at the Suwanee Branch. Executive Director Charles Pace and other administrative staff were in attendance. Members of the public and press were also present, as well as Gwinnett County Commissioner Kirkland Carden.

1. **Financial Items**
   a. FY2022 Q2 Financial Report
   Director of Administrative Services/CFO Ruby Wilson reported that for Q2 ended June 30, 2022, year-to-date revenues received were $11.5 million and expenses were $11.4 million.

b. FY2021 Audited Report

GCPL's 2021 audit has been completed, and there were no findings of fund misuse or misallocations. A motion will be requested at the August 8, 2022 Board Business Meeting to accept the FY2021 Audit findings.

c. FY2022 Budget Amendment 3

A motion will be requested at the August 8, 2022 Board Business Meeting to adopt Amendment 3 to the Library's FY 2022 budget to increase total Revenue and total Expenditures by $291,913.

d. Service Agreement with Blackbaud, Inc. for Fund Accounting Solution

In its April 25, 2022 meeting, the Board was informed of the necessity to change the Library's Fund Accounting Solution. Request for Proposal # GCPL-2204 was published on GCPL's website on May 13, 2022 and multiple proposals were received. A motion will be requested at the August 8, 2022 Board Business Meeting to give the Executive Director authority to execute the Order Form Agreement between the Gwinnett County Public Library and Blackbaud, Inc. for implementation of Financial Edge NXT fund accounting solution at a one-time implementation cost of $36,000 and $32,100 annually for the next two years and $26,600 for year 3.

e. Copier Lease Agreement with Sharp Business Systems

GCPL's current copier lease agreement will terminate on November 21, 2022. Request for Proposal # GCPL-2203 was published on GCPL's website on May 13, 2022 and multiple proposals were received. A motion will be requested at the August 8, 2022 Board Business Meeting to give the Executive Director authority to execute the five-year Copier Lease Agreement between the Gwinnett County Public Library and Sharp Business Systems for $128,700.

f. State Grant Compliance FY2022 Audit Engagement Letter

A motion will be requested at the August 8, 2022 Board Business Meeting to accept Kimberle Site as GCPL's State Grant Auditor for FY2022.

g. Q2 Community Foundation of NE GA 2022

Director of Administrative Services/CFO Ruby Wilson presented the Community Foundation of Northeast Georgia Statement for Q2 ended June 30, 2022.

2. **FY2023 Director Salary Approval Form**
   A motion will be requested at the August 8, 2022 Board Business Meeting to approve the Director Salary Approval Form for the 2022 GPLS Annual Report.

3. **FY2023 Signatory Authority**
   A motion will be requested at the August 8, 2022 Board Business Meeting to give signatory authority to Charles Pace for all contracts and other binding documents who holds the position of Executive Director for the Gwinnett County Public Library. This document must be submitted annually as a part of the GPLS Annual Report.

4. **Request for Library Closure**
   A motion will be requested at the August 8, 2022 Board Business Meeting to approve the closure of the library to the public on December 6, 2022 for the purpose of preparing for the implementation of the OCLC WISE integrated Library and Customer Engagement System. The catalog will be down during this day, and multiple services will be unavailable as a result.

5. **Updated CY 2022 Meeting Schedule**
   A motion will be requested at the August 8, 2022 Board Business Meeting to approve the updated CY2022 Meeting Schedule. Currently scheduled meeting locations have been updated.

6. **Policy Revision**
   A motion will be requested at the August 8, 2022 Board Business Meeting to approve the updates to the Loan Periods, Lost/Damaged Items, Fines, and Product or Service Fees policy as presented. This change will include language that provides a grace period for customers who pay for a lost item and later locate that item.

7. **Minutes Pending Approval**
   A motion will be requested at the August 8, 2022 Board Business Meeting to approve May 16, 2022 Board Business Meeting and the July 1, 2022 Called Board Meeting Minutes.

APPROVED 08/08/2022

8. **Intellectual Freedom Discussion**

   A discussion of intellectual freedom in libraries was held between the Board of Trustees and members of Library Leadership.

9. **Other Business**

   No other business was discussed.

Workshop concluded at 7:13 PM.

APPROVED 08/08/2022