Gwinnett County Public Library
Board of Trustees
Board Business Meeting
Meeting Minutes
August 8, 2022 – 6:00 PM
Duluth Branch Meeting Room
3180 Main Street
Duluth, GA 30096-3257

Voting Members

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

Meeting Minutes

The Gwinnett County Library Board of Trustees held a scheduled Board Business meeting on August 8, 2022 at 6:00 PM at the Duluth Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair Wandy Taylor called the August 8, 2022 Board Business Meeting to order at 6:04 PM.

2. **Approval of the Agenda**
   Motion made by Wu to approve the August 8, 2022 Board Business meeting agenda as presented. Seconded by Koppel, Unanimous. APPROVED

3. **Open Records and Meetings Presentation**
   Michael P. Ludwiczak, Gwinnett County Government Attorney, presented on Open Meetings, Open Records, and Records Retention.

4. **Citizen's Request to Address the Board**
   A small group of citizens attended the Board Business Meeting to voice concerns over certain materials in the GCPL collection.

5. **Financial Items**
   a. FY2021 Audited Report
   Motion made by Wu to accept the FY2021 Audit findings. Seconded by Andrade, Unanimous. APPROVED
   b. FY2022 Budget Amendment 3
   Motion made by Andrade to adopt Amendment 3 to the Library's FY 2022 budget to increase total Revenue and total Expenditures by $291,913. Seconded by Koppel, Unanimous. APPROVED
   c. Service Agreement with Blackbaud, Inc. for Fund Accounting Solution
   Motion made by Koppel 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. Seconded by Andrdade, Unanimous. APPROVED
   d. Copier Lease Agreement with Sharp Business Systems
   Motion made by Andrade 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. Seconded by Wu, Unanimous. APPROVED
   e. State Grant Compliance FY2022 Audit Engagement Letter
   Motion made by Koppel to accept Kimberle Site as GCPL's State Grant Auditor for FY2022. Seconded by Wu, Unanimous. APPROVED

6. **FY2023 Director Salary Approval Form**
   Motion made by Koppel to approve the Director Salary Approval Form for the 2022 GPLS Annual Report. Seconded by Wu, Unanimous. APPROVED

7. **FY2023 Signatory Authority**
   Motion made by Andrade 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. Seconded by Koppel, Unanimous. APPROVED

8. **Request for Library Closure**
   Motion made by Wu 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. Seconded by Andrade, Unanimous. APPROVED

9. **Updated CY 2022 Meeting Schedule**
   Motion made by Andrade to approve the updated CY 2022 Meeting Schedule. Seconded by Koppel, Unanimous. APPROVED

10. **Policy Revision**
    Motion made by Andrade to approve the updates to the Loan Periods, Lost/Damaged Items, Fines, and Product or Service Fees policy as presented. Seconded by Wu, Unanimous. APPROVED

11. **Minutes Pending Approval**
    Motion made by Koppel to approve the May 16, 2022 Board Business Meeting Minutes. Seconded by Andrade, Unanimous. APPROVED

    Approval of the July 1, 2022 Called Board Meeting Minutes tabled for approval at the next scheduled Board Business Meeting.

    Motion made by Wu to approve the July 25, 2022 Board Workshop Minutes. Seconded by Koppel, Unanimous. APPROVED

APPROVED 11/14/2022

12. Other Business

Pending arrangements were discussed for the October 15, 2022 Rewriting Your Story Gala for the Gwinnett County Public Library Foundation.

13. Adjournment

Motion made by Koppel to adjourn the August 8, 2022 Board Business Meeting. Seconded by Andrade, Unanimous. APPROVED

Meeting adjourned at 7:13 PM.

APPROVED 11/14/2022