Gwinnett County Public Library
Board of Trustees
Board Workshop Meeting
Meeting Minutes
January 9, 2023 – 6:00 PM
Library Administrative Office
1001 Lawrenceville Highway
Lawrenceville, GA 30046

Voting Members
Kelly Byrd - Present
JT Wu - Present
Adriana Andrade - Present

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Workshop meeting January 9, 2023 at 6:00 PM at the Library Administrative Office. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Election of Officers**
   After discussion, it was determined by present Board members that it would be prudent to elect a Chairperson and Vice Chairperson for the coming year.

   Board Member Kelly Byrd called the meeting to order at 6:04 PM.

   Motion made by Byrd to elect JT Wu as Chairperson. Seconded by Andrade, Unanimous. APPROVED

Motion made by Wu to elect Adriana Andrade as Vice Chair. Seconded by Byrd, Unanimous. APPROVED

Due to the absence of other Board members and the potential for additional changes to the composition of the Board, remaining officers will be elected at a later meeting.

Motion made by Andrade to adjourn the business portion of the January 9, 2023 Board Workshop. Seconded by Wu, Unanimous. APPROVED

2. **Director's Report**

Executive Director Charles Pace and other administrative staff reported highlights of the important library meetings, projects, events, etc. that have taken place since fall 2022.

Budget

The Gwinnett County Board of Commissioners voted to approve the proposed budget for Gwinnett County on January 3, 2023. This budget includes an increase in its local subsidy for GCPL.

Hooper-Renwick and Elizabeth H. Williams Branches

Director of Facilities Management and Security Cathy Chisholm reported that planning and work are progressing well with both the new Hooper-Renwick Library and the new Elizabeth H. Williams branch.

Request for Proposals for Attorney/Legal Services

The due date has been extended for the RFP soliciting requests for proposals for the purpose of entering into a contract with an Attorney who would provide legal guidance to the Gwinnett County Public Library Board of Trustees.

3. **Financial Items**

   a. **FY2022 Financial Narrative and Statement**

Director of Administrative Services/CFO Ruby Wilson reported that for Q4 ended December 31, 2022, year-to-date revenues received were $23 million and expenses were $23.6 million.

b. FY2022 CFNEG Memo

Director of Administrative Services/CFO Ruby Wilson reported that the Community Foundation of Northeast Georgia FY2022 Q4 financial statement will be presented at the February 13, 2023 Board Business Meeting.

c. FY2023 Budget Amendment

A motion will be requested at the February 23, 2023 Board Business Meeting to adopt the proposed Amendment 1 to the GCPL FY2023 Budget to decrease budgeted Revenues by $1,890,479 and decrease Expenses by $898,062 with Fund Balance required of $992,417 (to balance the budget), for the purposes presented to the Board in its February 13, 2023 Business Meeting.

d. FY2023 Director's Compensation Resolution

A motion will be requested at the February 13, 2023 Board Business Meeting to adopt the resolution for the Director's FY 2023 Compensation to be determined in Executive Session.

4. **Minutes Pending Approval**

   A motion will be requested at the February 13, 2023 Board Business Meeting to approve the November 14, 2022 Board Business Meeting Minutes.

5. **Other Business**

   Kelly Byrd announced her intention to end her tenure on the Board of Trustees as soon as a replacement is nominated. The Library thanks her for her seven years of service to the library as a member of the Board of Trustees.

Workshop concluded at 6:16 PM.