Gwinnett County Public Library
Board of Trustees
Board Business Meeting
Meeting Minutes
November 14, 2022 – 6:00 PM
Norcross Branch Meeting Room
5735 Buford Highway
Norcross, GA 30071-2408

Voting Members

Dr. Wandy Taylor, Chairperson - Present
Kelly Byrd, Vice Chairperson - Present
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 November 14, 2022 at 6:00 PM at the Norcross Branch. Administrative staff were in attendance.

1. **Call to Order**
   Board Chair Wandy Taylor called the November 14, 2022 Board Business Meeting to order at 6:03 PM.

2. **Approval of the Agenda**
   Motion made by Byrd to approve the November 14, 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. **Vega Demonstration**
   IT Operations Manager Keith Davis and Technical Services Manager Jenny LaJeunesse provided a demonstration of the new Vega catalog. This presentation included customer accounts, searching for items, and common actions such as placing items on hold.

5. **Security Camera Purchase**
   Motion made by Wu to approve the purchase of security cameras from Com-Tech for the Grayson and Dacula Branches for a total of $29,303.56. Seconded by Koppel, Unanimous. APPROVED

6. **CY2023 Board Meeting Schedule**
   Motion made by Koppel to approve the CY2023 Board Meeting Schedule as presented. Seconded by Byrd, Unanimous. APPROVED

7. **Library Closure Reversal**
   Motion made by Byrd to reverse the previous decision to close the library to the public on Tuesday, December 6, 2022 in order for the library to remain open to the public on that date. Seconded by Andrade, Unanimous. APPROVED

8. **Dacula Branch Security**
   Discussion was held between the Board of Trustees and Library Leadership regarding updated procedures and security measures at the Dacula Branch.

9. **Minutes Pending Approval**
   Motion made by Koppel to approve the July 1, 2022 Called Meeting Minutes. Seconded by Byrd, Unanimous. APPROVED

   Motion made by Andrade to approve the August 8, 2022 Board Business Meeting Minutes. Seconded by Wu, Unanimous. APPROVED

Motion made by Byrd to approve the August 15, 2022 Called Meeting Minutes. Seconded by Andrade, Unanimous. APPROVED

Motion made by Wu to approve the September 6, 2022 Called Meeting Minutes. Seconded by Koppel, Unanimous. APPROVED

Motion made by Andrade to approve the October 24, 2022 Board Workshop Minutes. Seconded by Wu, Unanimous. APPROVED

10. 2022 Year-End Report

Library Leadership presented highlights and challenges from the year (January 2022 - meeting date).

Highlights

- For every $1.00, GCPL averages $4.26 in services and economic impacts.
- More than $258 million worth of library books, materials, and services enjoyed by the community.
- 1.3 million community members walked through library doors in 2022.
- GCPL provided 2,735 free educational children's programs.
- 5 passport locations have issued 11,293 passports this year, generating over $750,00 in revenue.
- 32,163 patrons have used OpenAccess.
- 11 graduates from our Career Online High School program.
- 2,832 volunteers donated 16,688 hours of service.
- 376,101 pounds of food distributed to 41,667 individuals in partnership with Atlanta Food Bank.
- 33,769 frozen meals distributed in partnership with Chef Hank with Lettum Eat.
- First library system in GA to receive Purple Heart certification - all 15 branches have a designated parking space for Purple Heart Medal recipients.

Challenges

- Staff turnover remains relatively high.
- A strong jobs market, inflation, and the high cost of living limit GCPL's ability to hire and retain qualified staff.

11. Executive Session

Motion made by Wu for the Board to go into Executive Session for the purpose of discussion or deliberation on personnel and attorney/client matters. Seconded by Koppel, Unanimous. APPROVED

Executive session began at 7:13 PM.

Action to come out of Executive Session

Motion made by Byrd to come out of closed meeting at 7:26 PM. Seconded by Andrade, Unanimous. APPROVED

12. Call to Order

Board Chair Wandy Taylor called the Board Business Meeting to order following the Executive Session at 7:28 PM.

13. Other Business

a. Request for Proposals for Attorney/Legal Services

Library Leadership has posted an 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.

b. Collection Development Policy

Treasurer Ted Koppel commented on his experience at a recent library conference and spoke to the importance of GCPL's Collection Development policy and process.

c. Hooper-Renwick Groundbreaking Ceremony

Discussion was held regarding the successful Hooper-Renwick Groundbreaking ceremony.

d. Board Member Appreciation

Library Leadership expressed thanks to Dr. Wandy Taylor and JT Wu for their time and dedication on the Board of Trustees.

e. Blackbaud

Director of Administrative Services/CFO Ruby Wilson shared that the new Fund Accounting System is set to go live on December 1st.

f. Sharp Printers

The new printers approved at the August 8, 2022 Board Business Meeting have begun arriving at branches.

14. Adjournment

Motion made by Koppel to adjourn the November 14, 2022 Board Business Meeting. Seconded by Andrade, Unanimous. APPROVED

Meeting adjourned at 7:38 PM.

APPROVED 02/27/2023