Gwinnett County Public Library
Board of Trustees
Board Workshop Meeting
Meeting Minutes
April 17, 2023 – 6:00 PM
Five Forks Branch Meeting Room
2780 Five Forks Trickum Road
Lawrenceville, GA 30044

Voting Members
JT Wu - Present
Adriana Andrade - Present
Ted Koppel - Present
Kelly Byrd - Attended virtually

Meeting Minutes
The Gwinnett County Public Library Board of Trustees held a scheduled Workshop meeting April 17, 2023 at 6:00 PM at the Five Forks Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the April 17, 2023 Board Workshop to order at 6:26 PM.

2. **Director's Report**
   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since January 2023.
   Board of Elections
   A meeting was held with representatives from the Board of Elections to discuss the use of library meeting rooms for election purposes.

APPROVED 05/15/2023

Clyde and Sandra Strickland

A ceremony was held at the Lilburn branch to honor the Stricklands for their support of the library and their many contributions to the greater Gwinnett community. The Stricklands were named as the GPLS Library Champions of the Year for the state of Georgia.

New Start Entrepreneurship Program Awards Ceremony

Executive Director Charles Pace spoke at the awards ceremony for the library's New Start Entrepreneurship Program, which assists formerly incarcerated individuals start their own small businesses. This awards ceremony included small cash awards, courtesy of the Library Foundation, which will support the graduates in the launch of their own small businesses.

Dacula Security

Leadership continues to monitor activity at the Dacula branch, taking proactive measures such as continued security and enhanced programming to keep young customers busy during after school hours.

3. **Financial Items**

   a. **Q1 2023 Financial Report**

   Director of Administrative Services/CFO Ruby Wilson reported that for Q1 ended March 31, 2023, year-to-date revenues received were $6.8 million and expenses were $5.86 million.

   b. **Q1 2023 CFNEG Memo**

   Director of Administrative Services/CFO Ruby Wilson reported that the Community Foundation of Northeast Georgia FY 2023 Quarter 1 financial statement will be presented at the May 15, 2023 Board Business Meeting.

   c. **Compensation Plan Administrative Staff**

   In order to retain and attract the best talent, Library Leadership and the Board of Trustees discussed the need to provide a salary adjustment for staff who did not receive the raise provided to support staff in 2022. A motion will be requested at the May 15, 2023 Board Business meeting to approve the proposed $2/hr wage increase effective January 1, 2023 for all eligible administrative staff.

d. Surplus Capital Assets Memo

A 2008 Ford Taurus has been identified for replacement due to age and lack of suitability for the Library's needs.

Motion made by Andrade to surplus the Ford Taurus identified. Seconded by Koppel, Unanimous. APPROVED

e. E-Rate reimbursed - Direct Internet Service Contract Memo

A motion will be requested at the May 15, 2023 Board Business Meeting to change GCPL's Direct Internet Access provider from Digital Services Consultants to Charter Spectrum.

f. E-Rate reimbursed - Uninterruptible Power Supplies Contract Memo

A motion will be requested at the May 15, 2023 Board Business Meeting to approve the Acceptance Agreement with AiOS Group for Uninterruptible Power Supplies, which would replace and add additional external battery systems for 14 library locations.

g. E-Rate reimbursed - Datacenter Switches Memo

A motion will be requested at the May 15, 2023 Board Business Meeting to approve the Contract Agreement with Layer 2 Communications for Datacenter Switches in order to purchase new switches and associated managed internal broadband services for our Headquarters and Disaster Recovery location.

4. **Merit Increase Compensation Personnel Policy**

   A motion will be requested at the May 15, 2023 Board Business Meeting to approve the updates to the Merit Increase Compensation Personnel Policy as presented.

5. **Cost of Living Adjustment Personnel Policy**

   A motion will be requested at the May 15, 2023 Board Business Meeting to approve the updates to the Cost of Living Adjustment Personnel Policy as presented.

6. **Video or Audio Recording Personnel Policy**
   A motion will be requested at the May 15, 2023 Board Business Meeting to approve the updates to the Video and Audio Recording Personnel Policy as presented.

7. **Collection Development Policy**
   A motion will be requested at the May 15, 2023 Board Business Meeting to approve the Collection Development Policy as presented.

8. **Lost and Found Items Policy**
   Motion made by Andrade to approve the updates to the Lost & Found Items policy as presented. Seconded by Koppel, Unanimous. APPROVED

9. **Minutes Pending Approval**
   A motion will be requested at the May 15, 2023 Board Business Meeting to approve the February 27, 2023 Board Business Meeting Minutes.

10. **RFP Resolution**
    Motion made by Koppel to execute the terms of proposal from the Law Office of J. Michael Levengood for the role of attorney and provider of legal services to the Gwinnett County Public Library Board of Trustees, with a contract starting May 15, 2023 and ending December 31, 2023. Seconded by Andrade. Motion passed with 2 votes in favor, 1 abstention (recusal). APPROVED

11. **FY2024 Budget Request and Decision Packages**
    Library Leadership and the Board of Trustees discussed the preliminary FY2024 Budget request, which must be submitted to the Gwinnett County Board of Commissioners by May 1, 2023.
    Motion made by Koppel to direct Library staff to submit the agency budget request and decision packages to the Gwinnett County Board of Commissioners for the FY2024 Library subsidy of $27,391,530. Seconded by Andrade, Unanimous. APPROVED

12. Other Business

Norcross Library Founders Club

The Board of Trustees requested that the Director of Development and Community Partnerships present more information to the Board regarding the Norcross Library Founders Club at the May 15, 2023 Board Business Meeting.

13. Adjournment

Motion made by Koppel to adjourn the April 17, 2023 Board Workshop. Seconded by Andrade, Unanimous. APPROVED

Workshop concluded at 7:38 PM.

APPROVED 05/15/2023