Gwinnett County Public Library
Board of Trustees
Board Business Meeting
Meeting Minutes
May 15, 2023 – 6:00 PM
Lilburn Branch Meeting Room
4817 Church Street
Lilburn, GA 30047-6827

Voting Members

JT Wu, Chairperson - Present
Ted Koppel, Treasurer - Present
Dr. Kathy Lee, Board Member - Present
Adriana Andrade, Vice Chairperson - Absent
Kelly Byrd, Board Member - Absent

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Board Business Meeting on May 15, 2023 at 6:00 PM at the Lilburn Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the May 15, 2023 Board Business Meeting to order at 6:02 PM.

2. **Approval of the Agenda**
   Motion made by Koppel to approve the May 15, 2023 Board Business meeting agenda as presented. Seconded by Lee, Unanimous. APPROVED

3. **Citizen's Request to Address the Board**

   No citizens were present to address the Board.

4. **Financial Items**

   a. **Q1 2023 CFNEG Statement**

      Director of Administrative Services/CFO Ruby Wilson presented the Community Foundation of Northeast Georgia Statement for the first quarter ended March 31, 2023.

   b. **Compensation Plan Administrative Staff**

      Motion made by Koppel to approve the proposed $2/hr wage increase effective January 1, 2023 for all eligible administrative staff. Seconded by Lee, Unanimous. APPROVED

   c. **E-Rate reimbursed - Direct Internet Service Contract Memo**

      Motion made by Koppel to give the Executive Director authority to execute the Service Agreement between the Gwinnett County Public Library and Charter Spectrum for implementation of Direct Internet Access at a monthly cost of $1,599 for the next 3 years for a total of $57,564. Seconded by Lee, Unanimous. APPROVED

   d. **E-Rate reimbursed - Uninterruptible Power Supplies Contract Memo**

      Motion made by Koppel to give the Executive Director authority to execute the Acceptance Agreement between the Gwinnett County Public Library and AiOS Group for implementation of uninterruptible power supplies at a one-time cost of $39,740.83. Seconded by Lee, Unanimous. APPROVED

   e. **E-Rate reimbursed - Datacenter Switches Memo**

      Motion made by Koppel to give the Executive Director authority to execute the Contract Agreement between the Gwinnett County Public Library and Layer 3 Communications for implementation of datacenter switches at a one-time cost of $119,109.74. Seconded by Lee, Unanimous. APPROVED

5. **Merit Increase Compensation Personnel Policy**
   Motion made by Koppel to approve the updates to the Merit Increase Compensation Personnel Policy as presented. Seconded by Lee, Unanimous. APPROVED

6. **Cost of Living Adjustment Personnel Policy**
   Motion made by Koppel to approve the updates to the Cost of Living Adjustment Personnel Policy as presented. Seconded by Lee, Unanimous. APPROVED

7. **Video or Audio Recording Personnel Policy**
   Motion made by Koppel to approve the updates to the Video and Audio Recording Personnel Policy as presented. Seconded by Lee, Unanimous. APPROVED

8. **Collection Development Policy**
   Motion made by Koppel to approve the Collection Development Policy as presented. Seconded by Lee, Unanimous. APPROVED

9. **Voluntary Termination Personnel Policy**
   Motion made by Koppel to table approval of the Voluntary Termination Personnel Policy until the July 17, 2023 Board Workshop. Seconded by Lee, Unanimous. APPROVED

10. **Personal Days Personnel Policy**
    Motion made by Koppel to table approval of the Personal Days Personnel Policy until the July 17, 2023 Board Workshop. Seconded by Lee, Unanimous. APPROVED

11. **Minutes Pending Approval**
    Motion made by Koppel to approve the February 27, 2023 Board Business Meeting and the April 17, 2023 Board Workshop Minutes. Seconded by Lee, Unanimous. APPROVED

APPROVED 08/14/2023

12. Kares4Kids Event

Director of Marketing and Communications Duffie Dixon will provide details about the April 26th event with Kares4Kids at the Duluth branch. Books were donated for the Mobile Library, and the Library hopes to host more programs with Kares4Kids in the future.

13. Other Business

Michael Levengood

Michael Levengood, who will be providing legal counsel to the Board of Trustees, introduced himself.

Dr. Kathy Lee

Newly appointed Board member Dr. Kathy Lee introduced herself.

Development and Community Outreach

The Board of Trustees and Library Leadership discussed the Library Foundation and upcoming events, as well the intent to discuss these topics further at future meetings.

The Board of Trustees discussed Leadership's plan to hire David Baker as an independent contractor during this transition period to assist with Foundation activities and finding a new permanent Development Director. This item was for discussion only - no action by the Board of Trustees was necessary.

FY2024 Budget Request

A hard copy of the budget request submitted to the Gwinnett County Board of Commissioners was provided to each Board member.

14. Adjournment

Motion made by Koppel to adjourn the May 15, 2023 Board Business Meeting. Seconded by Lee, Unanimous. APPROVED

Meeting adjourned at 7:00 PM.

APPROVED 08/14/2023