Gwinnett County Public Library
Board of Trustees
Board Workshop Meeting
Meeting Minutes
July 17, 2023 – 6:00 PM
Collins Hill Branch Meeting Room
455 Camp Perrin Road
Lawrenceville, GA 30043-2408

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

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

1. **Director's Report**
   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since April 2023.
   New Snellville Branch
   Progress on the new Snellville branch was discussed.

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ALA Annual Conference

Executive Director Charles Pace as well as a number of other staff members attended the ALA Annual Conference in Chicago in June. Multiple staff members made presentations, and GCPL was well represented.

2. **Gwinnett County Operational and Performance Assessment**

   The Board of Trustees discussed the results from the Gwinnett County Operational and Performance Assessment conducted in 2022.

3. **GCPL Volunteers**

   Volunteer Coordinator Ann Serrie presented information to the Board of Trustees about volunteer opportunities and processes at GCPL.

   - YTD, GCPL has had 325 volunteers donate their time this year
   - YTD, 1562 volunteer hours accumulated this year
   - Four main types of volunteers at GCPL:
     - In-branch Volunteers
       - Shelving
       - Homework Health and early literacy program assistance
     - Virtual volunteers
       - Career Online High School mentors
       - New Start Entrepreneurship Incubator mentors
     - Friends of the Library
     - Corporate/Community Volunteers

4. **Financial Items**

   a. **Q2 2023 Financial Report**

      Director of Administrative Services/CFO Ruby Wilson reported that for Q2 ended June 30, 2023, year-to-date revenues received were $13.5 million and expenses were $12.44 million.

   b. **Q2 2023 Library Foundation Financial Report**

      Director of Administrative Services/CFO Ruby Wilson presented the Q2 2023 Library Foundation Financial Report.

   c. **FY2023 Q2 CFNEG Memo**

      Director of Administrative Services/CFO Ruby Wilson reported that the Community Foundation of Northeast Georgia FY 2023 Quarter 2 financial

statement will be presented at the August 14, 2023 Board Business Meeting.

d. **FY 2022 Audited Report**
   GCPL's 2022 audit has been completed. A motion will be requested at the August 14, 2023 Board Business Meeting to accept the FY2022 Audit findings.

e. **FY 2023 State AUP Engagement Letter**
   A motion will be requested at the August 14, 2023 Board Business Meeting to accept Kimberle Site as GCPL's State Grant Auditor for FY2023.

5. **Library Foundation Check-in**
   David Baker, interim Development Director, provided the Board of Trustees with an update on the Library Foundation.

6. **Bereavement Leave Personnel Policy**
   A motion will be requested at the August 14, 2023 Board Business Meeting to approve the updates to the Bereavement Leave Personnel Policy as presented.

7. **FY2023 Director Salary Approval Form**
   A motion will be requested at the August 14, 2023 Board Business Meeting to approve the Director Salary Approval Form for the 2023 GPLS Annual Report.

8. **FY2023 Signatory Authority**
   A motion will be requested at the August 14, 2023 Board Business Meeting to give signatory authority to Charles Pace, who holds the position of Executive Director for the Gwinnett County Public Library, for all contracts and other binding documents.

9. **Voluntary Termination Personnel Policy**
   A motion will be requested at the August 14, 2023 Board Business Meeting to approve the updates to the Voluntary Termination Personnel Policy as presented.

10. **Personal Days Personnel Policy**
    A motion will be requested at the August 14, 2023 Board Business Meeting to approve the updates to the Personal Days Personnel Policy as presented.

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11. Materials RFP Memo

A motion will be requested at the August 14, 2023 Board Business Meeting to approve the primary book vendor for Gwinnett County Public Library.

12. Minutes Pending Approval

A motion will be requested at the August 14, 2023 Board Business Meeting to approve the May 15, 2023 Board Business Meeting Minutes.

13. Other Business

Norcross Branch

Recent security concerns at the Norcross Branch, including incidents in the county-owned parking garage, were discussed along with ongoing proactive plans alongside county and city partners to continue addressing these concerns moving forward.

Workshop concluded at 8:10 PM.

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