**Gwinnett County Public Library**
**Board of Trustees**
**Business Meeting**
**Meeting Minutes**
**August 14, 2023 – 6:00 PM**
**Duluth Branch Meeting Room**
**3180 Main Street**
**Duluth, GA 30096-3257**

**Voting Members**

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

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**Meeting Minutes**

The Gwinnett County Public Library Board of Trustees held a scheduled Board Business Meeting on August 14, 2023 at 6:00 PM at the Duluth Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the August 14, 2023 Board Business Meeting to order at 6:00 PM.

2. **Approval of the Agenda**
   Motion made by Koppel to approve the August 14, 2023 Board Business meeting agenda as presented. Seconded by Lee, Unanimous. APPROVED

**APPROVED 11/20/2023**

3. **FY2022 Audit Report**
   Josh Carroll from Mauldin & Jenkins presented the FY2022 Audit findings to the Board of Trustees.
   Motion made by Byrd to approve the FY2022 Audit findings as presented. Seconded by Koppel, Unanimous. APPROVED

4. **Citizen's Request to Address the Board**
   No citizens were present to address the Board.

5. **Current RFP List**
   Library Leadership presented a list of current Requests for Proposals in progress.

6. **Summer Reading Challenge**
   Youth Services Manager Patty Reeber provided the Board of Trustees with a brief overview of the 2023 Summer Reading Challenge. Once the Summer Reading Challenge comes to a close, final numbers will be shared with the Board and on the Library's social media accounts.

7. **Financial Items**
   a. **FY2023 Q2 CFNEG Financial Statement**
      Executive Director Charles Pace presented the Community Foundation of Northeast Georgia Statement for the second quarter ended June 30, 2023.
   b. **FY 2023 State AUP Engagement Letter**
      Motion made by Koppel to accept Kimberle Site as GCPL's State Grant Auditor for FY2023. Seconded by Byrd, Unanimous. APPROVED

8. **Bereavement Leave Personnel Policy**
   Motion made by Koppel to approve the updates to the Bereavement Leave Personnel Policy as presented. Seconded by Byrd, Unanimous. APPROVED

9. **FY2023 Director Salary Approval Form**
   Motion made by Koppel to approve the Director Salary Approval Form for the 2023 GPLS Annual Report. Seconded by Lee, Unanimous. APPROVED

**10. FY2023 Signatory Authority**

Motion made by Koppel 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. Seconded by Byrd, Unanimous. APPROVED

**11. Voluntary Termination Personnel Policy**

Motion made by Byrd to approve the updates to the Voluntary Termination Personnel Policy as presented. Seconded by Koppel, Unanimous. APPROVED

**12. Personal Days Personnel Policy**

Motion made by Koppel to approve the updates to the Personal Days Personnel Policy as presented. Seconded by Byrd, Unanimous. APPROVED

**13. Materials RFP Memo**

Motion made by Koppel to approve Ingram to be the next primary book vendor for Gwinnett County Public Library. Seconded by Byrd, Unanimous. APPROVED

**14. Minutes Pending Approval**

Motion made by Koppel to approve the May 15, 2023 Board Business Meeting and the July 17, 2023 Board Workshop Minutes. Seconded by Byrd, Unanimous. APPROVED

**15. Other Business**

<u>Dacula and Norcross</u>

The Board of Trustees and Library Leadership discussed progress made with prior security concerns at the Dacula and Norcross branches. The situation at both locations has improved, and further steps continue to be taken regarding the addition of security and safety measures.

<u>CY2023 Board Meeting Schedule Changes</u>

The Board of Trustees made note of two changes to the CY2023 Board Meeting Schedule:

- September 11, 2023: A meeting has been called for the purpose of training and development for Trustees. This meeting will take place on September 11, 2023 at 6:00 PM at Library Administrative Offices (1001 Lawrenceville Highway, Lawrenceville, GA 30046).
- October 23, 2023: The Workshop previously scheduled for October 16, 2023 has been rescheduled and will now take place on October 23, 2023 at 6:00 PM at the Elizabeth H. Williams (Snellville) Branch (2245 Wisteria Drive, Snellville, GA 30078).

**16. Adjournment**

Motion made by Koppel to adjourn the August 14, 2023 Board Business Meeting. Seconded by Byrd, Unanimous. APPROVED

**Meeting adjourned at 6:52 PM.**

**APPROVED 11/20/2023**