Gwinnett County Public Library
Board of Trustees
Board Workshop Meeting
Meeting Minutes
October 23, 2023 – 6:00 PM
Snellville Branch Meeting Room
2245 Wisteria Drive
Snellville, GA 30078-2655

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

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Workshop meeting October 23, 2023 at 6:00 PM at the Snellville Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the October 23, 2023 Board Business Meeting to order at 6:04 PM.

2. **Director's Report**
   Executive Director Charles Pace welcomed the Board of Trustees to the new Snellville branch, which opened in September.

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The Executive Director and the Board of Trustees discussed the new Board Member who will be appointed soon for District 1.

3. **Current RFP List**

   Library Leadership shared that there are no current Requests for Proposals in progress.

4. **Financial Items**

   a. **Q3 2023 Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson reported that for Q3 ended September 30, 2023, year-to-date revenues received were $20,045,886 and expenses were $18,250,480.

      The relationship between the GCPL Board of Trustees and the Foundation Board was discussed.

   b. **FY 2023 Budget Amendment 2 Memo**

      A motion will be requested at the November 20, 2023 Board Business Meeting to approve the proposed Amendment 2 to the GCPL FY2023 Budget to decrease Personal Services by $66,823 and increase Professional Services by $66,823, for the purposes presented to the Board.

   c. **Q3 2023 CFNEG Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson presented the 2023 Community Foundation for Northeast Georgia Financial Statement for the third quarter ended September 30, 2023.

   d. **Q3 2023 Foundation Income Statement**

      Director of Administrative Services/CFO Ruby Wilson presented the 2023 Foundation Income Statement for the third quarter ended September 30, 2023.

   e. **Surplus Capital Asset**

      A motion will be requested at the November 20, 2023 Board Business Meeting to surplus the IT equipment identified.

5. **Foundation Check-in**

   Interim Development Director David Baker updated the Board of Trustees on the search for a new Development Director, which will be formally announced soon.

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The 2023 Gala was a success, and the event had good attendance. Revenue generated during the event is still being calculated.
The Hooper-Renwick Speaker Series is projected to start again in February 2024.

6. **Robert's Rules of Order Review**
   Michael Levengood provided a presentation on Robert's Rules of Order and parliamentary procedure.

7. **Trustee Document Review**
   The Board of Trustees reviewed the Board of Trustees Code of Conduct, GCPL Constitution, and GCPL Bylaws.
   Board Chair JT Wu announced that he was appointing Ted Koppel and Dr. Kathy Lee to a committee to review the GCPL Constitution, Bylaws and board policy entitled Board of Trustees Code of Conduct and, if needed, recommend amendments for consideration by the Board.

8. **Fines Discussion**
   The Board of Trustees and members of library administration discussed late fees and the possibility of their elimination at some point in the future.

9. **CY2024 Board Meeting Schedule**
   A motion will be requested at the November 20, 2023 Board Business Meeting to approve the CY2024 Meeting Schedule as presented.

10. **Minutes Pending Approval**
    A motion will be requested at the November 20, 2023 Board Business Meeting to approve the August 14, 2023 Board Business Meeting Minutes and the September 11, 2023 Called Meeting Minutes.

11. **Other Business**
    Branch Services Updates
    At the request of the Board, Director of Branch Services Margaret Penn gave an update on incidents at the Dacula Branch. Thanks to the diligence of staff, local police, and the regular security guard on duty, the branch is generally busy but

calm. Inappropriate behaviors are addressed swiftly and perpetrators are suspended from the branch.

Library Leadership and the Board of Trustees continue to work with local officials to clarify which police department (city or county) has jurisdiction over the Norcross Branch. The ongoing presence of customers experiencing homelessness and requesting assistance at the Norcross Branch was discussed.

Hooper-Renwick Branch

Executive Director Charles Pace informed the Board of Trustees that construction was underway for the new Hooper-Renwick library.

Workshop adjourned at 8:14 PM.

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