Gwinnett County Public Library
Board of Trustees
Board Meeting
***Draft* Meeting Minutes**
January 8, 2024 – 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
Brian Carlson, Board Member - Present

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting January 8, 2024 at 6:00 PM at the Collins Hill Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the January 8, 2024 Board Meeting to order at 6:03 PM.

2. **Director's Report**
   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since fall 2023. This included

the Winter Director's Meeting in December and the approval of the FY2024 budget. During the course of the Director's Report, the Materials Reconsideration Request process and policy were discussed.

3. **Financial Items**
    a. **FY2023 Q4 Financial Narrative and Statement**
    Director of Administrative Services/CFO Ruby Wilson reported that for Q4 ended December 31, 2023, year-to-date revenues received were $26.6 million and expenses were $25.6 million.
    b. **FY2023 Q4 CFNEG Memo**
    Director of Administrative Services/CFO Ruby Wilson will present the Community Foundation of Northeast Georgia FY2023 Q4 Financial Statement at the February 12, 2024 Board Meeting.
    c. **FY2023 GCPL Foundation Income Statement**
    Director of Administrative Services/CFO Ruby Wilson presented the 2023 Foundation Income Statement for the fourth quarter ended December 31, 2023.
    d. **FY2024 Budget Amendment 1**
    Director of Administrative Services/CFO Ruby Wilson presented FY2024 Budget Amendment 1.
    e. **FY2025 Budget Proposal Presentation**
    Director of Administrative Services/CFO Ruby Wilson presented the preliminary FY2025 Budget.
    f. **FY2024 Director's Compensation Resolution**
    A motion will be requested at the February 12, 2024 Board Meeting to adopt the resolution for the Director's FY 2024 Compensation to be determined in Executive Session.

4. **Trustee Document Review**
    The committee appointed to review the GCPL Constitution, Bylaws and board policy entitled Board of Trustees Code of Conduct presented their findings and recommendations to the Board and Library Leadership for discussion.

Motion made by Koppel to accept and adopt the GCPL Constitution as revised. Seconded by Carlson, Unanimous. APPROVED

Motion made by Koppel to accept the GCPL Bylaws as revised. Seconded by Andrade, Unanimous. APPROVED

Motion made by Koppel to accept the Board of Trustees Code of Conduct as revised. Seconded by Lee, Unanimous. APPROVED

5. **Lactation Accommodation Personnel Policy Update**
   Motion made by Carlson to approve the updates to the Lactation Accommodation Personnel Policy as presented. Seconded by Andrade, Unanimous. APPROVED

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

7. **Envisionware Tablet Station**
   A motion will be requested at the February 12, 2024 Board Meeting to approve the purchase of an Envisionware Tablet Station for $15,225.

8. **Election of Officers**
   The Election of Board Officers will take place at the February 12, 2024 Board Meeting.

9. **Resolution of Appreciation for Former Board Member**
   The Board of Trustees will issue a resolution of appreciation for former Trustee Kelly Byrd, to be approved at the February 12, 2024 Board Meeting.

10. **Minutes Pending Approval**
    A motion will be requested at the February 12, 2024 Board Meeting to approve the November 20, 2024 Board Meeting Minutes.

APPROVED 02/12/2024

11. Other Business

No other business was discussed.

12. Adjournment

Motion made by Andrade to adjourn the January 8, 2024 Board Meeting. Seconded by Carlson, Unanimous. APPROVED

Board Meeting adjourned at 7:12 PM.

APPROVED 02/12/2024