Gwinnett County Public Library
Board of Trustees
Board Business Meeting
***Draft* Meeting Minutes**
November 20, 2023 – 6:00 PM
Library Administrative Office
1001 Lawrenceville Highway
Lawrenceville, GA 30046-4707

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 Business Meeting on November 20, 2023 at 6:00 PM at the Library Administrative Offices. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the November 20, 2023 Board Business Meeting to order at 6:02 PM.

2. **Approval of the Agenda**
   Motion made by Koppel to approve the November 20, 2023 Board Business Meeting agenda as presented. Seconded by Carlson, Unanimous. APPROVED

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

4. **Collection Development at GCPL**
   Technical Services Manager Jenny LaJeunesse provided an overview of the collection development process and policy at GCPL.

5. **Financial Items**
   a. **FY 2023 Budget Amendment 2 Memo**
      Motion made by Koppel 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. Seconded by Lee, Unanimous. APPROVED
   b. **Surplus Capital Asset**
      Motion made by Andrade to surplus the IT equipment identified. Seconded by Koppel, Unanimous. APPROVED

6. **Trustee Document Review**
   The committee appointed to review the GCPL Constitution, Bylaws and board policy entitled Board of Trustees Code of Conduct will present their findings and recommendations to the Board and Library Leadership for discussion at the January 8, 2024 Board Workshop.

7. **2024 Budget Discussion and Resolution of Support**
   The Board of Trustees and Library Leadership reviewed the Library's newest Core Priorities strategy document and discussed the Commission Chairwoman's proposed 2024 budget, focused on investing in staff salaries and expanding the library's collection of diverse and multilingual materials, which includes a $1.5 million increase compared to the 2023 budget.
   Motion made by Andrade for a resolution stating that the Gwinnett County Public Library Board of Trustees supports the preliminary budget and thanks the Chairwoman and the review committee for their continued support of the library. Seconded by Koppel, Unanimous. APPROVED

8. **CY2024 Board Meeting Schedule**

   Motion made by Andrade to approve the CY2024 Meeting Schedule as presented. Seconded by Carlson, Unanimous. APPROVED

9. **Minutes Pending Approval**

   Motion made by Carlson to approve the August 14, 2023 Board Business Meeting, the September 11, 2023 Called Meeting, and the October 23, 2023 Board Workshop Minutes. Seconded by Koppel, Unanimous. APPROVED

10. **Other Business**

    New Board Member

    The Board of Trustees welcomed Brian Carlson, newly appointed by District 1 Commissioner Kirkland Carden.

    Materials Reconsideration Requests

    Members of Library Leadership updated the Board of Trustees on current materials reconsideration requests, as well as the process followed when requests are submitted.

    Branch Services Updates

    Thanks to the diligence of staff, local police, and the regular security guard on duty, the Dacula branch is generally busy but calm. Inappropriate behaviors are addressed swiftly and perpetrators are suspended from the branch.
    The question of which police department (city or county) has jurisdiction over the Norcross Branch has been resolved.

    GeorgiaFIRST Robotics

    Board member Brian Carlson discussed the possibility of expanding GeorgiaFIRST Robotics programming in GCPL branches. Library Leadership will discuss further.

11. **Adjournment**

    Motion made by Koppel to adjourn the November 20, 2023 Board Business Meeting. Seconded by Andrade, Unanimous. APPROVED

Meeting adjourned at 7:17 PM.

APPROVED 02/12/2024