Gwinnett County Public Library Board of Trustees
Board Meeting
Meeting Minutes
February 12, 2024 – 6:00 PM
Norcross Branch Meeting Room
5735 Buford Highway
Norcross, GA 30071-2408

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 February 12, 2024 at 6:00 PM at the Norcross Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the February 12, 2024 Board Meeting to order at 6:00 PM.

2. **Approval of the Agenda**
   Motion made by Koppel to approve the February 12, 2024 Board Meeting agenda as presented. Seconded by Carlson, Unanimous. APPROVED

APPROVED 04/15/2024

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

4. **Agenda Update**
   Motion made by Koppel to issue a resolution of appreciation for former Board Member Kelly Byrd prior to discussing current Requests for Proposals in progress. Seconded by Carlson, Unanimous. APPROVED

5. **Resolution of Appreciation for Former Board Member**
   The Gwinnett County Public Library Board of Trustees would like to recognize friend and former Trustee Kelly Byrd. Kelly served on the GCPL Board of Trustees from 2016-2023, and the time, dedication, and energy she put into improving the library and serving her community is appreciated. The current Trustees would like to issue this formal recognition of her contributions and thank her for her service to the Gwinnett County Public Library.

   Motion made by Koppel to adopt the resolution of appreciation for former Trustee Kelly Byrd. Seconded by Andrade, Unanimous. APPROVED

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

7. **Financial Items**
   a. **FY2023 Q4 CFNEG Financial Statement**
      Director of Administrative Services/CFO Ruby Wilson presented the Q4 2023 Community Foundation for Northeast Georgia Financial Statement.
   b. **FY2024 Budget Amendment 1**
      Motion made by Andrade to table action on FY2024 Budget Amendment 1 for future discussion. Seconded by Lee, Unanimous. APPROVED

      A special meeting will be called to take action on this item.

8. **Envisionware Tablet Station**

   Motion made by Andrade to approve the purchase of an Envisionware Tablet Station for $15,225. Seconded by Koppel, Unanimous. APPROVED

9. **Election of Officers**

   Motion made by Andrade to elect JT Wu as Chairperson of the Gwinnett County Public Library Board of Trustees for 2024. Seconded by Koppel, Unanimous. APPROVED

   Motion made by Koppel to elect Adriana Andrade as Vice Chairperson of the Gwinnett County Public Library Board of Trustees for 2024. Seconded by Carlson, Unanimous. APPROVED

   Motion made by Koppel to elect Brian Carlson as Secretary of the Gwinnett County Public Library Board of Trustees for 2024. Seconded by Andrade, Unanimous. APPROVED

   Motion made by Lee to elect Ted Koppel as Treasurer of the Gwinnett County Public Library Board of Trustees for 2024. Seconded by Andrade, Unanimous. APPROVED

10. **GCPL Foundation Board Nomination**

    Motion made by Andrade to nominate Ted Koppel to the Gwinnett County Public Library Foundation Board as the Board of Trustees representative in accordance with the Foundation's bylaws. Seconded by Carlson, Unanimous. APPROVED

11. **Minutes Pending Approval**

    Motion made by Koppel to approve the November 20, 2023 and the January 8, 2024 Board Meeting Minutes. Seconded by Carlson, Unanimous. APPROVED

12. **Agenda Update**

    Motion made by Andrade to discuss Other Business before moving into Executive Session. Seconded by Koppel, Unanimous. APPROVED

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13. Other Business

Budget Requests

Moving forward, the Board of Trustees plans to develop new strategies for future budget presentations.

Vega Discover

At the Board's request, Director of Customer Experience Michael Casey provided a list of the improvements made to the library's catalog in 2023. This list includes a few of the most prominent improvements.

- A number of customization options were added to the Discover catalog, including the option to add showcases displaying the covers of featured titles and the option to add more links to the top navigation bar.
- New filters have been added to help users narrow their search results. The new Fiction/Nonfiction filter was a highly requested addition.
- Customer's "to read" lists were imported from Bibliocommons, the previous library catalog. The import was highly requested by library customers, and was in development for a long time, but is now complete.
- Enhanced email notifications were rolled out recently, which are much improved over the old notices. The new notices are graphically pleasing and provide statistics on which notices are read and what links are clicked.
- OverDrive eBook and Audiobook holds are now visible in the Vega app. Previously they were only visible in the Discover catalog itself.
- Other features which are currently in Beta testing and should be available soon include Advanced Search tools, improved rollup functionality, and an optional Kid's catalog.

District Reports

The Marketing Department will begin creating reports for Trustees highlighting important upcoming events in each district. Trustees will pass items from these reports along to their Commissioners as appropriate.

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14. Executive Session

Motion made by Koppel for the Board to go into Executive Session for the purpose of discussion or deliberation on the Executive Director's FY 2024 compensation. Seconded by Carlson, Unanimous. APPROVED

Time open meeting moved into Executive Session: 6:59 PM

15. Open Meeting Resumes

Motion made by Andrade to resume the open meeting following the Executive Session. Seconded by Koppel, Unanimous. APPROVED

Time open meeting resumed: 7:34 PM

16. FY2024 Director's Compensation Resolution

Motion made by Andrade to adopt the resolution for the Director's FY 2024 Compensation, as determined in Executive Session. Seconded by Koppel, Unanimous. APPROVED

17. Adjournment

Motion made by Koppel to adjourn the February 12, 2024 Board Meeting. Seconded by Lee, Unanimous. APPROVED

Board Meeting adjourned at 7:36 PM.

APPROVED 04/15/2024