Gwinnett County Public Library Board of Trustees
Board Meeting
Meeting Minutes
April 15, 2024 – 6:00 PM
Five Forks Branch Meeting Room
2780 Five Forks Trickum Rd
Lawrenceville, GA 30044-5865

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

Meeting Minutes
The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting April 15, 2024 at 6:00 PM at the Five Forks Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the April 15, 2024 Board Meeting to order at 6:01 PM.

2. **Approval of the Agenda**
   Motion made by Koppel to approve the April 15, 2024 Board 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. **Director's Report**

   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since January 2024.

   - In February, Library Leadership, Board Chair JT Wu, and Chairwoman Nicole Hendrickson provided a tour of the new Hooper-Renwick library to Congresswoman Lucy McBath.
   - On March 13, Executive Director Charles Pace and Director of Marketing and Communications Duffie Dixon attended a meeting of the Norcross PDC at which Board Chair JT Wu was the keynote speaker.
   - Interviews are underway to fill two vacant Branch Manager positions.
   - Attached supplemental reports from the Adult Services department, the Youth Services department, the Materials department, and the Volunteer Program Manager were discussed.
   - GCPL is now featured on billboards throughout the county on a rotating basis. Feedback and statistics from these billboards has been very good.

5. **Current RFP List**

   Library Leadership presented a list of current Requests for Proposals in progress.

6. **Financial Items**

   a. **Q1 2024 Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson reported that for Q1 ended March 31 2024, year-to-date revenues received were $949,638 and expenses were $7.05 million. Revenues will be back in line with projected levels for this point in the year once the subsidy payment from the County has been received for the first quarter.

   b. **Q1 CFNEG Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson will present the 2024 Q1 CFNEG Financial Statement at the May 13, 2024 Board Meeting.

c. **Q1 Foundation Income Statement**
Director of Administrative Services/CFO Ruby Wilson presented the Foundation Income Statement for the first quarter ended March 31, 2024.

d. **Request to Purchase Courier Truck**
Motion made by Koppel to approve the purchase of the new 2024 ISUZU courier truck for $77,493.00. Seconded by Carlson, Unanimous. APPROVED

7. **Foundation Update**
Director of Library Development Nessa Griffin provided the Board of Trustees with an update on the Foundation.
    - Due to a clerical error on the part of the IRS, the Foundation will need to refile some paperwork to retain our tax exempt status.
    - In the meantime, all donations received will go directly to GCPL.
    - Former long-time Foundation Board Member Pat Swan passed away earlier this month. Nessa attended the funeral.
    - Donations received on Library Giving Day totalled $1,645.
    - Payment methods for donations on the website now include Venmo, PayPal, Apple Pay, and Google Pay.
    - The Gala will take place on October 26, 2024.

8. **2023 Annual Report**
Director of Marketing and Communications Duffie Dixon presented the 2023 Annual Report to the Board of Trustees. The report is also available on the library's website.

9. **Minutes Pending Approval**
Motion made by Carlson to approve the February 12, 2024 Board Meeting Minutes and the February 29, 2024 Called Board Meeting Minutes. Seconded by Koppel, Unanimous. APPROVED

10. Other Business

Branch Security

The Board of Trustees inquired about previous incidents at the DAC and NOR branches. Library Leadership reported that the frequency of incidents has decreased. There are now two security guards on duty at the Dacula branch.

Materials Reconsideration Requests

The Board of Trustees asked for an update on system Materials Reconsideration Requests. No new requests have been received.

Tutor.com

Since 2020, GCPL has split the cost of Tutor.com access for the community. With GCPS's decision to discontinue that partnership, GCPL is exploring the option of covering the full cost for the remainder of the year to ensure that the resource remains available.

11. Adjournment

Motion made by Koppel to adjourn the April 15, 2024 Board Meeting. Seconded by Koppel, Unanimous. APPROVED

Board Meeting adjourned at 7:10 PM.

APPROVED 05/13/2024