Gwinnett County Public Library Board of Trustees

Board Meeting

Meeting Minutes

May 13, 2024 – 6:00 PM

Lilburn Branch Meeting Room

4817 Church Street

Lilburn, GA 30047-6827

Voting Members

JT Wu, Chairperson - Present

Adriana Andrade, Vice Chairperson - Present

Ted Koppel, Treasurer - Present

Brian Carlson, Secretary - Present

Dr. Kathy Lee, Board Member - Present

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting May 13, 2024 at 6:00 PM at the Lilburn Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the May 13, 2024 Board Meeting to order at 6:00 PM

2. **Approval of the Agenda**
   Motion made by Koppel to approve the May 13, 2024 Board Meeting agenda as presented. Seconded by Andrade, Unanimous. APPROVED

3. **Citizen's Request to Address the Board**

   Jimmy Phan

   Citizen Jimmy Phan of Dacula, GA shared with the Board a request to add Learning Labs to library branches in the eastern portion of the county, particularly at the Dacula branch. Phan also expressed concern about the proliferation of book removals from libraries across the country and the importance of maintaining materials for all portions of the community in Gwinnett.

   John Kim

   Citizen John Kim of Lilburn, GA shared some ideas for improvements for future library branches, including more green spaces, indoor plants, and coffee shops. Also suggested were the addition of the app headspace, circulating cooking supplies for customers, and the importance of maintaining access to Tutor.com.

4. **Financial Items**

   a. **Q1 CFNEG Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson presented the 2024 Q1 Community Foundation for Northeast Georgia Financial Statement. .

5. **FY2025 Budget Request and Decision Packages**

   After extensive discussion regarding the budget numbers and decision packages, motion made by Koppel to direct Library staff to submit a request to the Gwinnett County Board of Commissioners for a FY2025 Library subsidy of $28,800,605.00. Seconded by Carlson, Unanimous. APPROVED

6. **Legal Services to the GCPL Board of Trustees**

   Motion made by Andrade to approve the renewal of the contract with the Law Office of J. Michael Levengood for the role of attorney and provider of legal services to the Gwinnett County Public Library Board of Trustees, which will remain in effect until further action is taken by the Board. Seconded by Koppel, Unanimous. APPROVED

7. **FY2025 Director Salary Approval Form**
   Motion made by Carlson to approve the Director Salary Approval Form for the 2024 GPLS Annual Report, and for Board Chair JT Wu to sign. Seconded by Koppel, Unanimous. APPROVED

8. **FY2025 Signatory Authority**
   Motion made by Andrade to give signatory authority to Charles Pace, who holds the position of Executive Director for the Gwinnett County Public Library, for all contracts and other binding documents. Seconded by Koppel, Unanimous. APPROVED

9. **Minutes Pending Approval**
   Motion made by Carlson to approve the April 15, 2024 Board Meeting Minutes. Seconded by Koppel, Unanimous. APPROVED

10. **Other Business**
    Tutor.com
    After negotiations with Tutor.com, it has been determined that access can continue for the remainder of 2024 through the end of 2025, when the terms will be reevaluated.

    Hyundai Construction Equipment TV Donations
    20 televisions have been donated to the system by Hyundai Construction Equipment in honor of Korean War Veterans. A small reception took place at the Norcross branch on May 7th.

    Facilities Updates
    Director of Facilities Management and Security Cathy Chisholm reported that work on the new Hooper-Renwick branch is progressing well.
    Other current projects include eight bathroom renovations, five roof replacements/repairs, one HVAC replacement, and three carpet replacements/new paint jobs. These projects are also going very well.

11. Adjournment

Motion made by Andrade to adjourn the May 13, 2024 Board Meeting. Seconded by Koppel, Unanimous. APPROVED

Board Meeting adjourned at 7:07 PM.

APPROVED 07/15/2024