GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library Board of Trustees
Board Meeting
Meeting Minutes
July 15, 2024 – 6:00 PM
Duluth Branch Meeting Room
3180 Main Street
Duluth, GA 30096-3257

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 July 15, 2024 at 6:00 PM at the Duluth Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the July 15, 2024 Board Meeting to order at 6:00 PM.

2. **Approval of the Agenda**
   Motion made by Andrade to approve the July 15, 2024 Board Meeting agenda as presented. Seconded by Koppel, Unanimous. APPROVED

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

   John Kim

   Citizen John Kim of Lilburn, GA shared some ideas for improvements for future library branches, including solar, charging stations in branches, health kiosks, typewriters for customer use, and more patio spaces.

4. **Director's Report**

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

   - Kari Evans, the new Branch Services Director, was introduced to the Board of Trustees. Margaret Penn, the previous Branch Services Director, has transitioned to the new role of Director of Grants and Community Partnerships.
   - Career Online High School graduation took place on June 1st.
   - Multiple branches will serve as polling locations this year, in addition to two branches serving as early voting locations.
   - On June 14, GCPL hosted a Vision to Learn celebration at the Norcros branch. Vision to Learn is a program that provides free eye exams and glasses to children who need them. Senator Jon Ossoff attended the celebration, as he has played a role in securing funding for the program.

5. **Current RFP List**

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

6. **Financial Items**

   a. **Q2 2024 Financial Statement**

      Executive Director Charles Pace reported that for Q1 ended June 30, 2024, year-to-date revenues received were $8,183,033 and expenses were $14.02 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. Q2 2024 Budget Amendment 2

Motion made by Koppel to adopt the proposed Amendment 2 to the FY 2024 Budget to increase revenue by $142,000.00 and recognize State grant increase of $251,394.00, for the purposes presented to the Board, pending receipt of clarification on the lines regarding State Grant revenue increase and State Grant expenditure decrease. Seconded by Carlson, Unanimous. APPROVED

c. Q2 CFNEG Financial Statement Memo

Director of Administrative Services/CFO Ruby Wilson will present the 2024 Q2 CFNEG Financial Statement at the August 12, 2024 Board Meeting.

d. FY 2024 Audit Engagement letter - State Grant Compliance

Motion made by Andrade to appoint Kimberle Site as GCPL's State Grant Auditor for FY2024. Seconded by Koppel, Unanimous. APPROVED

e. FY 2023 GCPL Audited Financial Report

Motion made by Koppel to accept the FY2023 Audit findings. Seconded by Carlson, Unanimous. APPROVED

f. Q2 2024 Foundation Income Statement

Executive Director Charles Pace presented the 2024 Q2 Foundation Income Statement for the second quarter ended June 30, 2024.

7. **FY2025 Director Salary Approval Form**

Motion made by Carlson to approve the updated FY2025 Director Salary Approval Form and Compensation Resolution. Seconded by Koppel, Unanimous. APPROVED

8. **Policy Update**

Motion made by Koppel to approve the new Signature Gathering Policy as presented. Seconded by Carlson, Unanimous. APPROVED

9. **Code of Conduct Update**

Motion made by Andrade to approve the updated Code of Conduct as presented. Seconded by Koppel, Unanimous. APPROVED

10. Employee Handbook Update

Motion made by Andrade to approve the updated Employee Handbook as presented and required by new Federal guidelines. Seconded by Carlson, Unanimous. APPROVED

11. ULC Membership Renewal

Motion made by Koppel to renew the library's membership with the Urban Library Council for a fee of $10,500. Seconded by Lee, Unanimous. APPROVED

12. Document Review

Motion made by Andrade to approve the GCPL Personnel Policy (pending the addition of the line "salary threshold determined by the department of labor"), the Meeting/Community Rooms Policy, the Monetary Donations and Gifts to the Library Policy, and the Computer and Internet Use Policy as presented. Seconded by Koppel, Unanimous. APPROVED

13. Branch Services Report

Director of Branch Services Kari Evans provided an overview of any updates or current issues occurring at branches. As of last week, Summer Reading Challenge Sign-ups have surpassed 10,000, which is a 65% increase compared to last year. The DAC and NOR branches have significantly increased their SRC signup numbers, and staff continue to handle issues at their branches as they arise.

14. Strategic Subcommittee Empaneling Discussion

Board Chair JT Wu announced the creation of a subcommittee consisting of board members Brian Carlson and Ted Koppel empaneled to conduct strategic work regarding planning for the future of the Library.

15. Minutes Pending Approval

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

APPROVED 09/09/2024

16. Other Business

Billboards

Director of Marketing and Communications Duffie Dixon provided brief updates on the status of the billboard placed throughout the county. Multiple ads have been running simultaneously, and Duffie will forward view reports to the Board of Trustees in future.

Tutor.com

Funding for continued access to Tutor.com has been supported through a grant from Primerica. Continued funding of this resource will be a priority moving forward.

Collection Discussion

Library Leadership and the Board of Trustees discussed the various formats being purchased when new books are released, as well as the high demand for new titles and how the number of holds placed on an item influences number of copies purchased.

The continued additions to collections in non-English languages was discussed. The removal of Books on CD was discussed. Customers inquiring about this collection are directed to our eaudio and ebook collections, as well as Georgia Library Service for the Blind and Print Disabled where appropriate.

Hooper-Renwick

Construction is progressing on the new Hooper-Renwick branch. The new branch is projected to open late Spring/early Summer 2025.

Zoo Atlanta Pass Changes

As of July 2024, the Zoo Atlanta Pass has been updated to no longer require the viewing of a DVD to obtain free tickets to the Zoo. The current pass can be checked out and vouchers to visit the Zoo can be immediately obtained.

17. Adjournment

Motion made by Andrade to adjourn the July 15, 2024 Board Meeting. Seconded by Carlson, Unanimous. APPROVED

Board Meeting adjourned at 7:41 PM.

APPROVED 09/09/2024