Gwinnett County Public Library Board of Trustees

Board Meeting

Meeting Minutes

September 9, 2024 – 6:00 PM

Elizabeth H Williams (Snellville)

Branch Meeting Room

2245 Wisteria Drive

Snellville, GA 30078-3226

Voting Members

JT Wu, Chairperson - Present

Ted Koppel, Treasurer - Present

Brian Carlson, Secretary - Present

Dr. Kathy Lee, Board Member - Present

Adriana Andrade, Vice Chairperson - Absent

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting September 9, 2024 at 6:00 PM at the Snellville Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the September 9, 2024 Board Meeting to order at 6:00 PM.

APPROVED 10/21/2024

2. **Approval of the Agenda**

   Motion made by Koppel to approve the September 9, 2024 Board Meeting agenda as presented. Seconded by Lee, Unanimous. APPROVED

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

   Miguel Blanco

   Miguel Blanco from Seed Semilla addressed the Board of Trustees regarding some programs his organization was interested in hosting at the Library for seniors to provide information on recent changes to Medicare.

4. **Financial Items**

   a. **Q2 CFNEG Financial Statement Memo**

      Library Leadership presented the 2024 Q2 CFNEG Financial Statement Memo.

      At the most recent Foundation Board Meeting, the Foundation Board approved the transfer of Foundation funds to Embassy National Bank.

   b. **Surplus Capital Asset**

      Motion made by Koppel to surplus the 2016 Isuzu Courier Truck identified. Seconded by Lee, Unanimous. APPROVED

5. **Code of Conduct Update**

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

6. **Summer Reading Challenge**

   Youth Services Manager Patty Reeber provided the Board of Trustees with a brief overview of the 2024 Summer Reading Challenge.

   - System-wide, GCPL's SRC registration numbers improved 78%. Many measures were taken which contributed to this result, including prizes and hard work at the branch level.
   - Next year's registration goal is 14,000 registrations, which would bring the library back to pre-Covid levels.

7. **Adult Services Report**

Adult Services Manager Jina DuVernay provided a report on the Adult Services department.

- The Adult Services department has shifted to hosting more programs involving collaboration with outside organizations and other departments within GCPL.
- Successful recent events include:
    - The Society of Children's Book Writers and Illustrators
    - K-Dramas and Mental Health
    - Author Panel geared toward seniors
- Jina is also assisting with collection development efforts for the new Hooper-Renwick branch.

8. **World Languages Collection**

Technical Services Manager Jenny LaJeunesse provided an update on the World Languages Collection expansion.

- The expanded World Languages Collection includes adult books in languages other than English as well as children's bilingual books in Chinese, French, Korean, Spanish, and Vietnamese.
    - There are approximately 12,000 children's bilingual books.
    - There are approximately 6,500 non-fiction and 6,600 fiction books for adults.
- All branches have books in Spanish, while books in the other languages are concentrated to branches with the highest need. The goal, with more funding targeting this project, is to expand the full collection to all branches.
    - A new book in a foreign language can cost as much as $42.00.
- Turnover rate (number of items/number of checkouts) for the World Languages Collection is 1.5-5.5, which indicates that more items in this collection are needed.

9. **Minutes Pending Approval**

Motion made by Koppel to approve the July 15, 2024 Board Meeting Minutes. Seconded by Lee, Unanimous. APPROVED

10. Other Business

Dacula Branch

The Board of Trustees inquired about any updates regarding the Dacula branch. Director of Branch Services Kari Evans shared that no new issues have been reported, and any incidents that have occurred have been handled by staff and the on-site security guard.

Subsidy from the County

In the past, the subsidy payment from the County to the Library was received at the beginning of each quarter. Recently, the Library's Business Services department was advised that this payment has now shifted to disbursement after the quarter ends.

Strategic Subcommittee Update

Ted Koppel and Brian Carlson, the subcommittee conducting strategic work regarding planning for the future of the Library, shared notes and thoughts from their recent meetings. Next steps include researching long-term plans created by other libraries and any long-term planning documents created by library associations, such as ALA, PLA, or ULC.

Marketing Department Updates

Director of Marketing Duffie Dixon provided some updates from the Marketing Department.

- There are a number of programs planned for Hispanic Heritage Month, which are being featured on the website.
- September is Library Card Sign-up Month, and Marketing is focusing on this on the website and on social media. There are also a number of outreach events planned to promote the value of a GCPL library card.

11. Adjournment

Motion made by Koppel to adjourn the September 9, 2024 Board Meeting. Seconded by Lee, Unanimous. APPROVED

Board Meeting adjourned at 7:28 PM.

APPROVED 10/21/2024