GWINNETT COUNTY
PUBLIC LIBRARY

Gwinnett County Public Library Board of Trustees
Board Meeting
Meeting Minutes
October 21, 2024 – 6:00 PM
Library Administrative Offices
1001 Lawrenceville Highway
Lawrenceville, GA 30046-4707

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 October 21, 2024 at 6:00 PM at the Library Administrative Office. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the meeting to order at 6:00 PM.

2. **Approval of the Agenda**
   Motion made by Koppel to approve the October 21, 2024 Board Meeting agenda as presented. Seconded by Andrade, Unanimous. APPROVED

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

   No citizens were present.

4. **Director's Report**

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

   - GCPL's annual Staff Day was held on Monday, October 14 at the Buford Community Center. A number of meaningful sessions were held, including the event's keynote speaker, Aimee Copeland, who shared her inspiring story of resilience and overcoming adversity.
   - GCPL has been awarded a $15,000 grant from Jackson EMC for the New Start Entrepreneurship Incubator.
   - Charles Pace will attend the Urban Libraries Council Annual Leadership Forum in Philadelphia at the end of this week.
   - The annual Gwinnett County Public Library Foundation Gala will take place on Saturday, October 26 at the Buford Community Center. Approximately 160 individuals are expected to attend, many of which are new donors.

5. **Financial Items**

   a. **Q3 2024 Financial Statement and Memo**

      Director of Administrative Services/CFO Ruby Wilson reported that for Q3 ended September 30, 2024, year-to-date revenues received were $21,290,010 and expenses were $19,179,288.

   b. **Q3 CFNEG Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson presented the 2024 Q3 Community Foundation of Northeast Georgia Financial Statement.

   c. **Q3 2024 Foundation Income Statement**

      Director of Administrative Services/CFO Ruby Wilson presented the 2024 Foundation Income Statement for Q3 ended September 30, 2024.

6. **Policy Update**

   Motion made by Andrade to approve the updated Paid Parental Leave Policy as presented. Seconded by Koppel, Unanimous. APPROVED

7. **Policy Review**

   The Board of Trustees reviewed and discussed the Citizens Requests to Address the Library Board Policy.

8. **Follow-up to Board Questions**

   Director of Customer Experience Michael Casey presented reports regarding statistical questions from the Board. These reports include percentages of customers taking part in library events and programs such as the Summer Reading Challenge who are also library card holders.

9. **Minutes Pending Approval**

   Motion made by Koppel to approve the September 9, 2024 Board Meeting Minutes. Seconded by Carlson, Unanimous. APPROVED

10. **Other Business**

    Future Funding

    Board Chair JT Wu, Vice Chair Adriana Andrade, and Director of Administrative Services/CFO Ruby Wilson met with Gwinnett County Director of Financial Services Buffy Alexzulian to discuss alternate funding options for future fiscal years.

    Marketing Updates

    Director of Marketing and Communications Duffie Dixon provided updates regarding billboard advertising and bilingual marketing efforts.
    The possibility of sending a postcard or other promotional item to new residents of the county is being explored.

    Georgia Libraries Conference

    Trustees Ted Koppel and Dr. Kathy Lee attended portions of the Georgia Libraries Conference in Athens, GA October 2-4. They discussed their experience and favorite sessions, including topics such as intellectual freedom and programming and outreach for aging adults.

Polling Locations

The Collins Hill and Five Forks branches are locations for early voting.

Duluth Branch Library Sign

Director of Facilities Management and Security Cathy Chisholm has reached out to the Georgia Department of transportation to request that the blue library sign for the Duluth Branch be moved to a more visible location.

11. Adjournment

Motion made by Koppel to adjourn the October 21, 2024 Board Meeting. Seconded by Andrade, Unanimous. APPROVED

Board Meeting adjourned at 6:57 PM.

APPROVED 11/18/2024