Gwinnett County Public Library Board of Trustees
Board Meeting
Meeting Minutes
November 18, 2024 – 6:00 PM
Centerville Branch Meeting Room
3025 Bethany Church Road
Snellville, GA 30039-6109

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

Meeting Minutes
The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting November 18, 2024 at 6:00 PM at the Centerville Branch. 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 6:01 PM.

2. **Approval of the Agenda**
   Motion made by Koppel to approve the November 18, 2024 Board Meeting agenda as presented. Seconded by Lee, Unanimous. APPROVED

3. **Citizen's Request to Address the Board**
   No citizens were present.

4. **Director's Report and Gala Update**
   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since October 2024.
   - Charles Pace spoke at a recent meeting of the Lilburn Citizens Academy about library services. It was a successful event with a lot of great conversations.
   - Director of Library Development Nessa Griffin provided a recap of the GCPL Foundation Gala that took place in October. Feedback from the event has been overwhelmingly positive, and final revenue numbers are still to be calculated.

5. **Branch Security Update**
   Director of Branch Services Kari Evans and Director of Facilities Management and Security Cathy Chisholm provided an overview of security measures in place at the branches, including Code of Conduct reinforcement, the use of security guards at key locations, staff training on situational and measured responses to customer issues, and more proactive and efficient responses to behavioral concerns.

6. **Employee Handbook Update**
   Motion made by Koppel to approve the updated Employee Handbook as presented. Seconded by Lee, Unanimous. APPROVED

7. **CY2025 Board Meeting Schedule**
   Motion made by Koppel to approve the updated CY2025 Board Meeting Schedule (Option A, with 8 meetings per year) as presented. Seconded by Lee, Unanimous. APPROVED

8. **District Newsletters**
   New methods for programming information delivery to Commissioners were discussed and will continue to be explored.

APPROVED 01/13/2025

9. **Minutes Pending Approval**

   Motion made by Koppel to approve the October 21, 2024 Board Meeting Minutes. Seconded by Carlson, Unanimous. APPROVED

10. **Other Business**

    2025 Budget Discussion

    In light of the Commission Chairwoman's proposed 2025 budget, different possible plans and scenarios for adjustments to be made in the coming year were discussed. Board Chairman Wu expects to hear from Commissioner Hendrickson about the budget in the next few weeks and will inform the Library Board of any adjustments which may necessitate further discussions.

11. **Adjournment**

    Motion made by Koppel to adjourn the November 18, 2024 Board Meeting. Seconded by Carlson, Unanimous. APPROVED

Board Meeting adjourned at 7:23 PM.

APPROVED 01/13/2025