Gwinnett County Public Library Board of Trustees

Board Meeting

Meeting Minutes

January 13, 2025 – 6:00 PM

Collins Hill Branch Meeting Room

455 Camp Perrin Road

Lawrenceville, GA 30043-2408

Voting Members

JT Wu, Chairperson - Present

Brian Carlson, Secretary - Present

Ted Koppel, Treasurer - 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 January 13, 2025 at 6:00 PM at the Collins Hill 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 6:04 PM.

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

APPROVED 02/10/2025

3. **Director's Report**

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

- Construction on the new Hooper-Renwick branch is progressing according to plan, with a current projected completion date of April 2025. If work continues on this timeline, the new branch may be expected to open in June.
- Year-end statistics are available for 2024.
    - Statistics are back on par with 2019 numbers, reflecting a recovery from COVID-19 shutdown challenges.
    - Door Count was up 13%, and the number of holds placed by customers has increased as well.
    - The goal for 2025 will be to continue to boost the circulation of physical items.
- Billboards continue to be an effective marketing technique, impacting programming attendance in particular.

4. **Community Partnerships Presentation**

Community Partnerships Manager Ron Gauthier gave a presentation to the Board covering information regarding his role and updates from his department.

- Ron and other staff members worked together utilizing a grant from the Library of Congress to develop content from online resources to correspond with school curriculum. The staff team provides presentations to schools to assist with this content, and although the grant period has concluded, the program itself will continue due to its success and popularity.
- Ron works with branches to partner with Dual Language Immersion schools in the county to increase student and parent engagement.
- Tutor.com is a valuable resource provided by the library, which Ron and other staff work to promote to community members of all ages as much as possible.

5. **Financial Items**
    a. **FY2024 Q4 Financial Narrative and Statement**
    Director of Administrative Services/CFO Ruby Wilson reported that the library's total income for the year 2024 amounts to $28,426,621, while expenses totalled $27,903,434.
    b. **FY2024 Q4 CFNEG Financial Statement Memo**
    Director of Administrative Services/CFO Ruby Wilson will present the FY2024 Q4 CFNEG Financial Statement Memo at the February 10, 2025 Board Meeting.
    c. **FY2024 GCPL Foundation Income Statement**
    Director of Administrative Services/CFO Ruby Wilson presented the 2024 GCPL Foundation Income Statement.
    d. **FY2025 Budget Amendment 1**
    Motion made by Carlson to adopt the proposed Amendment 1 to the GCPL FY2025 Budget with Fund Balance required of $2,567,111 (to balance the budget), for the purposes presented to the Board in its January 13, 2025 Meeting. Seconded by Lee, Unanimous. APPROVED

6. **Resolution of Appreciation for the 2025 Approved Budget**
Motion made by Carlson to approve a resolution stating that the Gwinnett County Public Library Board of Trustees appreciates the increased budget allotted to Gwinnett County Public Library and thanks the Chairwoman and the review committee for their continued support of the library. Seconded by Koppel, Unanimous. APPROVED

7. **Minutes Pending Approval**
Motion made by Koppel to approve the November 18, 2024 Board Meeting Minutes. Seconded by Carlson, Unanimous. APPROVED

8. **Executive Session**
Motion made by Koppel for the Board to go into Executive Session for the purpose of discussion or deliberation on the Executive Director's FY 2025 compensation. Seconded by Carlson, Unanimous. APPROVED

Open meeting moved into Executive session at 7:03 PM.

9. **Open Meeting Resumes**

Motion made by Koppel to resume the open meeting following the Executive Session. Seconded by Lee, Unanimous. APPROVED

Open meeting resumed at 7:18 PM.

10. **FY2025 Director's Compensation Resolution**

Motion made by Koppel to adopt the resolution for the Director's FY 2025 Compensation, as determined in Executive Session. Seconded by Lee, Unanimous. APPROVED

11. **Other Business**

Election of Officers

Motion made by Koppel to elect JT Wu as Chairperson of the Gwinnett County Public Library Board of Trustees for 2025. Seconded by Lee, Unanimous. APPROVED

Motion made by Lee to elect Ted Koppel as Vice Chairperson of the Gwinnett County Public Library Board of Trustees for 2025. Seconded by Carlson, Unanimous. APPROVED

Motion made by Koppel to elect Brian Carlson as Secretary of the Gwinnett County Public Library Board of Trustees for 2025. Seconded by Lee, Unanimous. APPROVED

Motion made by Carlson to elect Dr. Kathy Lee as Treasurer of the Gwinnett County Public Library Board of Trustees for 2025. Seconded by Koppel, Unanimous. APPROVED

GCPL Foundation Board Nomination

Motion made by Koppel to nominate Dr. Kathy Lee to the Gwinnett County Public Library Foundation Board as the Board of Trustees representative in

accordance with the Foundation's bylaws. Seconded by Carlson, Unanimous. APPROVED

Ted Koppel

Commissioner Jasper Watkins III has elected not to reappoint Ted Koppel as the Gwinnett County Public Library Board of Trustees representative for District 3. Koppel's term ended December 31, 2024, but he will continue to serve on the Board until a replacement has been confirmed. Gwinnett County Public Library Leadership thank Ted for his years of service and contributions to the improvement of the library.

12. Adjournment

Motion made by Koppel to adjourn the January 13, 2025 Board Meeting. Seconded by Carlson, Unanimous. APPROVED

Meeting adjourned at 7:31 PM.

APPROVED 02/10/2025