Gwinnett County Public Library Board of Trustees

Board Meeting

Meeting Minutes

February 10, 2025 – 6:00 PM

Norcross Branch Meeting Room

5735 Buford Highway

Norcross, GA 30071-2408

Voting Members

JT Wu, Chairperson - Present

Brian Carlson, Secretary - Present

Dr. Jann Joseph, Board Member - Present

Dr. Kathy Lee, Treasurer - Joined virtually

Georgeanna Kelly, Board Member - Absent

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting February 10, 2025 at 6:00 PM at the Norcross 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 6:05 PM.

2. **Approval of the Agenda**
   Motion made by Carlson to approve the February 10, 2025 Board Meeting agenda as presented. Seconded by Joseph, Unanimous. APPROVED

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

   No citizens were present to address the Board.

4. **Current RFP List**

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

   - RFP # GCPL-2402 | Next Generation Firewall
   - RFP # GCPL-2403 | Wide Area Network (WAN) Services
   - RFP # GCPL-2401 | Wireless Access Points

   Motion made by Joseph to approve the Wireless Access Points tentative contract in the range of $30,000 - $34,000 for the purposes presented to the Board in its February 10, 2025 meeting. Seconded by Carlson, Unanimous. APPROVED

5. **Financial Items**

   a. **FY2024 Q4 CFNEG Financial Statement**

      Director of Administrative Services/CFO Ruby Wilson presented the Q4 2024 Community Foundation for Northeast Georgia Financial Statement.

6. **Lease Agreement for Bibliotheca Equipment**

   Motion made by Carlson to approve the 5-year lease agreement with Bibliotheca in the amount of $175,715.85 per year for the purposes presented to the Board in its February 10, 2025 Meeting. Seconded by Joseph, Unanimous. APPROVED

7. **Strategic Plan Update**

   Library Leadership discussed updating the library's Strategic Plan with the Board of Trustees. A formal proposal will be put before the Board at a future meeting which will include engaging an outside company to conduct a community assessment to be used for the purpose of developing a new Strategic Plan.

8. **Election of Officers**

   Motion made by Joseph to elect Brian Carlson as Vice Chair for the Gwinnett County Public Library Board of Trustees for 2025. Seconded by Wu, Unanimous. APPROVED

Dr. Jann Joseph was named as acting Secretary of the Gwinnett County Public Library by Chairman JT Wu until the full Board can convene to determine which Trustee will hold this office for the 2025 year.

9. **Minutes Pending Approval**

   Motion made by Carlson to approve the January 13, 2025 Board Meeting Minutes as presented. Seconded by Wu, Unanimous. APPROVED

10. **Resolution of Appreciation for Former Trustees**

    As the terms for both Adriana Andrade and Ted Koppel expired December 31, 2024, the Board of Trustees would like to recognize them for their time and service to the Board and the Library. A small reception will be held at the conclusion of the February 10, 2025 Board Meeting in their honor.

    Motion made by Carlson to adopt the resolution of appreciation for former Trustees Adriana Andrade and Ted Koppel. Seconded by Joseph, Unanimous. APPROVED

11. **Other Business**

    <u>Welcome and Introductions</u>

    New Trustee Dr. Jann Joseph was introduced and welcomed to the Board.

12. **Adjournment**

    Motion made by Carlson to adjourn the February 10, 2025 Board Meeting. Seconded by Joseph, Unanimous. APPROVED

Board Meeting adjourned at 6:39 PM.