Gwinnett County Public Library Board of Trustees

Board Meeting

Meeting Minutes

August 11, 2025 – 6:00 PM

Snellville Branch Meeting Room

2245 Wisteria Drive

Snellville, GA 30078-3226

Voting Members

JT Wu, Chairperson - Present

Brian Carlson, Vice Chair - Present

Dr. Jann Joseph, Secretary - Present

Dr. Kathy Lee, Treasurer - Present

Georgeanna Kelly, Board Member - Attended virtually

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting on August 11, 2025, 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 August 11, 2025 Board Meeting to order at 6:06 PM.

2. **Approval of the Agenda**
   Motion made by Joseph to approve the August 11, 2025 Board Meeting agenda as presented. Seconded by Lee, Unanimous. APPROVED

3. **Citizen's Request to Address the Board**
   John Kim
   Citizen John Kim of Lilburn, GA, shared some ideas for future library features, including biodegradable library cards, the donation of discarded library books,

espresso machines in branches, tag renewal kiosks, medical supply drop boxes, and a farmer's market in the library.

4. **FY2024 Financial Audit Presentation**
   Josh Carroll from Mauldin & Jenkins presented the FY2024 Audit findings to the Board of Trustees. Motion made by Carlson to approve the FY2024 Audit findings as presented. Seconded by Joseph, Unanimous. APPROVED

5. **Summer Reading Challenge**
   Youth Services Manager Patty Reeber provided the Board of Trustees with a brief overview of the 2025 Summer Reading Challenge.
   - 17,186 people registered for the Summer Reading Challenge this year
     - This is a 59.3% increase from 2024 and actually exceeds registration numbers from 2019 as well
   - 5,356 people attended our Ken Scott Magic Show kickoff events
   - Participants logged 111,491 minutes read this summer
   - 23,588 prizes were redeemed for completing the challenge

   GCPL staff have worked very hard to engage the community and support literacy this summer.

6. **Director's Report**
   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since April 2025.
   - Charles, along with other library directors from across the country, joined a call with U.S. Representative Andrew Clyde to discuss IMLS funding. This call was organized by the Urban Libraries Council.
   - Charles attended the quarterly meeting of system Supervisory Librarians in July as part of an ongoing effort to meet with frontline staff and further strengthen system communication.
   - Commissioners Ku and Carden attended a tour with Charles of the new Hooper-Renwick Themed Library in July, and they were very impressed.
   - Leadership attended New Hire Training on August 7th to introduce themselves and briefly explain their roles.
   - The GCPL Foundation Finance Committee met on August 8th.

- Circulation statistics are trending up. In July, there was a 15% overall increase in circulation and a 26% increase in digital circulation specifically.

7. **Financial Items**
   a. **Q2 2025 Financial Statements**
      Executive Director Charles Pace reported that total year-to-date income as of June was $8,628,860, while total expenses were $13,963,658. This decline is consistent with the timing of major expenses and the delay in receiving Q2 County subsidy funding.
   b. **Q2 CFNEG Financial Statement**
      Executive Director Charles Pace presented the 2025 Q2 CFNEG Financial Statement.
   c. **FY2025 Budget Amendments 2 & 3**
      Executive Director Charles Pace presented FY2025 Budget Amendments 2 & 3. Motion made by Joseph to adopt the proposed Amendment 2 to the GCPL FY2025 Budget with income and expenditure of $399,889.00 and Amendment 3 with income and expenditure of $204,446.00. Seconded by Carlson, Unanimous. APPROVED
   d. **FY 2025 Audit Engagement Letter - State Grant Compliance**
      Motion made by Carlson to appoint Kimberle Site to conduct the State Grant AUP for FY2025. Seconded by Joseph, Unanimous. APPROVED

8. **FY2026 Signature Authority**
   Motion made by Joseph to give signatory authority to Charles Pace, who holds the position of Executive Director for the Gwinnett County Public Library, for all contracts and other binding documents. Seconded by Carlson, Unanimous. APPROVED

9. **Policy Update**
   Motion made by Joseph to approve the Purchasing Policy as presented. Seconded by Carlson, Unanimous. APPROVED

10. Policy Update

Motion made by Carlson to approve the Open Records Request Policy as presented. Seconded by Joseph, Unanimous. APPROVED

11. Minutes Pending Approval (*Attachment 11*)

Motion made by Joseph to approve the May 12, 2025 Board Meeting Minutes as presented. Seconded by Carlson, Unanimous. APPROVED

12. Other Business

Board of Trustees Meeting with County Officials

Board Chair JT Wu, Board Secretary Dr. Jann Joseph, and Director of Administrative Services/CFO Ruby Wilson met with Deputy County Administrator/Chief Financial Officer Buffy Alexzulian to discuss possible future funding mechanisms for the library.

Subcommittee for the Future of the Library

Vice Chair Brian Carlson reported on recent visits he has made to other library systems, and he shared that he plans to begin drafting a report soon on his thoughts for the future of GCPL.

13. Adjournment

Motion made by Joseph to adjourn the August 11, 2025 Board Meeting. Seconded by Lee, Unanimous. APPROVED

Board Meeting adjourned at 7:18 PM.