Gwinnett County Public Library Board of Trustees

Board Meeting

Meeting Minutes

October 20, 2025 – 6:00 PM

Suwanee Branch Meeting Room

300 High Line Street

Suwanee, GA 30024-2233

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 - Present

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting on October 20, 2025, at 6:00 PM at the Suwanee Branch. Executive Director Charles Pace and other administrative staff were in attendance.

1. **Call to Order**
   Board Chair JT Wu called the October 20, 2025 Board Meeting to order at 6:02 PM.

2. **Approval of the Agenda**
   Motion made by Joseph to approve the October 20, 2025 Board Meeting agenda as presented. Seconded by Carlson, 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 a process for community members to donate canned goods and diapers, branches setting up stuffed animal mascots, branches setting up Amazon wishlists, and a program for collecting unwanted gift cards from patrons to be reused for library programming.

   Discussion was held on the most effective process for citizens to submit suggestions for the library, which usually includes contacting library administration directly.

4. **Director's Report**

   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since August 2025.

   - The GCPL Foundation Gala took place on October 4th, and it was a big success. The keynote speaker, Alton Brown, was a crowd favorite, and he was very generous with his time, taking photos with attendees and signing books. Final numbers are still being finalized.
   - Charles was asked to speak at the celebration of life ceremony held for Dick Goodman on October 5th. Dick Goodman served on the GCPL Board of Trustees for eleven years, and he oversaw many positive changes and contributions to the library.
   - The GCPL Leadership Team attended a retreat last week to solidify goals for 2026, work on a new strategic plan, and engage in team building activities.
   - Charles and Branch Services Director Kari Evans will be attending the Urban Libraries Conference Annual Leadership Forum October 22-24 in Cincinnati.

5. **Financial Items**

   a. **Q3 2025 Financial Statements**

      Director of Administrative Services/CFO Ruby Wilson reported that total year-to-date income as of the end of Q3 stands at $22.37 million,

representing roughly 75% of the annual budget, while total expenses reached $21.57 million, or 68% of the budget.

b. **Surplus Capital Assets**
Motion made by Carlson to surplus the IT Equipment identified. Seconded by Kelly, Unanimous. APPROVED

c. **Server Virtualization Contract Approval**
Motion made by Joseph to give the Executive Director authority to execute the Acceptance Agreement between the Gwinnett County Public Library and Cambridge Computer Services, Inc. for implementation of server virtualization at a one-time cost of $173,454.66. Seconded by Kelly, Unanimous. APPROVED

6. **Personnel Policy Updates**
Motion made by Carlson to approve the updates to the Merit Increase Compensation section of the Employee Personnel Policy as presented. Seconded by Joseph, Unanimous. APPROVED

Motion made by Joseph to approve the updates to the Timesheets section of the Employee Personnel Policy as presented. Seconded by Carlson, Unanimous. APPROVED

7. **Employee Handbook Update**
Director of Human Resources Argentina Murphy presented the most recent version of the GCPL Employee Handbook.

8. **2026 GCPL Technology Plan**
Director of Customer Experience Michael Casey presented the 2026 GCPL Technology Plan. Discussions were held on the contents, including AI and how GCPL compares to other libraries across the country.
Motion made by Carlson to approve the 2026 GCPL Technology Plan. Seconded by Kelly, Unanimous. APPROVED

9. **GCPL ROI Final Report**

Director of Customer Experience Michael Casey presented the GCPL Service Valuation and Economic Impact report, researched and compiled by the Carl Vinson Institute of Government at the University of Georgia. Based on most recent data, Gwinnett County residents received $3.40 in return value for every $1.00 in taxpayer funds spent. These findings will be posted on the library's social media platforms soon.

10. **CY2026 Board Meeting Schedule**

Motion made by Joseph to table discussion of the CY2026 Board Meeting Schedule until the November 17, 2025 Board Meeting. Seconded by Kelly, Unanimous. APPROVED

11. **Minutes Pending Approval**

Motion made by Joseph to approve the August 11, 2025 Board Meeting Minutes as presented. Seconded by Kelly, Unanimous. APPROVED

12. **Other Business**

No other business was presented or discussed.

13. **Adjournment**

Motion made by Joseph to adjourn the October 20, 2025 Board Meeting. Seconded by Kelly, Unanimous. APPROVED

Board Meeting adjourned at 7:07 PM.

APPROVED 11/17/2025