Gwinnett County Public Library Board of Trustees

Board Meeting

Meeting Minutes

July 13, 2026 – 6:00 PM

Duluth Branch Meeting Room

3180 Main Street

Duluth, GA 30096-3257

Voting Members

JT Wu, Chairperson - Present

Brian Carlson, Vice Chair - Present

Dr. Kathy Lee, Secretary - Present

Dr. Jann Joseph, Treasurer - Absent

Georgeanna Kelly, Board Member - Absent

Meeting Minutes

The Gwinnett County Public Library Board of Trustees held a scheduled Board Meeting on July 13, 2026 at 6:00 PM at the Duluth 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 Carlson to approve the July 13, 2026 Board Meeting agenda as presented. Seconded by Lee, Unanimous. APPROVED

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

   There were no citizens present to address the Board.

4. **Director's Report**

   Executive Director Charles Pace reported highlights of the important library meetings, projects, events, etc. that have taken place since April 2026.

   - Charles, Kari, and Trustees attended a Sugar Hill Library Open House on 6/29, at which District 4 Commissioner Holtkamp shared plans to request the addition of a new Sugar Hill Library on the next SPLOST. Approximately 45 citizens were in attendance. There was much enthusiasm for the project.
   - Gwinnett County Public Schools is excited about GCPL's new online tutoring system, Brainfuse, and has agreed to partner with the library and split the cost of the service.
   - E-rate reimbursement has been approved for the library for both 2025 and 2026.
   - Director of Branch Services Kari Evans and Director of Marketing and Communications received the John Cotton Dana Award at the Annual ALA Conference, which GCPL won for a series of social media videos starring IT Operations Manager Keith Davis. This award is nicknamed the Oscars of library marketing.

5. **Financial Items**

   a. **Q2 2026 Financial Statements**

      Director of Administrative Services/CFO Ruby Wilson presented the 2026 Q2 Financial Statement. Total revenue for the second quarter is $22,089,296 (73% of the annual budget), primarily due to the early receipt of the County's third-quarter subsidy payment. Total expenditures are $14,966,288 (47% of the annual budget), which is consistent with management's expectations through the first half of the fiscal year.

   b. **FY 2026 Audit Engagement Letter - State Grant Compliance**

      Motion made by Lee to appoint Kimberle Site to conduct the State Grant AUP for FY2026. Seconded by Carlson, Unanimous. APPROVED

6. **Foundation Updates**

   Development Director Nessa Griffin provided updates on the Gwinnett County Public Library Foundation, including a financial update.

   - Early bird tickets for the GCPL Foundation's annual Gala are now available for purchase.
   - The Foundation has been transitioning to its own accounting and financial record keeping.
   - The Foundation just completed its Financial Review for the year.
   - A Planned Giving Society will be launching soon.

7. **GCPL Constitution and Bylaws Update**

   Motion made by Carlson to approve the updated GCPL Constitution and Bylaws as presented. Seconded by Lee, Unanimous. APPROVED

8. **FY2026 Signature Authority**

   Motion made by Lee 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. **Minutes Pending Approval**

   Motion made by Carlson to approve the April 13, 2026 Board Meeting Minutes as presented. Unanimous, APPROVED

10. **Other Business**

    <u>Feasibility Study Resolutions</u>

    No further updates have been received regarding the feasibility study resolutions approved at the April Board Meeting.

11. **Adjournment**

    Motion made by Carlson to adjourn the July 13, 2026 Board Meeting. Seconded by Lee, Unanimous. APPROVED

Board Meeting adjourned at 6:26 PM.

APPROVED 08/10/2026