

Claiborne Parish Library  
Board Meeting  
Approved Minutes  
Monday, December 2, 2019

The Claiborne Parish Library Board of Control met Monday, December 2, 2019, at 1 p.m., in the conference meeting room of the main library. Present: Denice Owens, Frank Speer, Trudy Clark, Sandra Hines, Dwayne Woodard, Pam Suggs. Absent: Janis Daniels and Dianne Spigener.

Denice Owens, President, called the meeting to order.

Frank Speer made a motion that the minutes of the previous meeting be accepted as print ed. Sandra Hines seconded the motion. Motion passed with all voicing "aye".

*Unfinished Business:*

Haynesville - Joe W. Webb Memorial Library Building Project.

Pam Suggs and Dwayne Woodard brought the Board up to date on the building project:

- Dwayne Woodard, Pam Suggs, Calie Dison, Mark Furlow & Kevin Gray (CPPJ members), Carla Smith (Haynesville Town Council member) and Justin Holcomb and Jamie (?) of ALTEC Environmental Consulting Services met on November 19, 2019, at Joe Webb Memorial Library to discuss the matter of the site in Haynesville and the services that ALTEC could possibly provide to supervise the soil borings and the clean-up as stated in the requirements from Louisiana Department of Environmental Quality.
- ALTEC agreed to come up with a work plan.
- On November 26, 2019, ALTEC submitted a work plan to Dwayne Woodard at the Police Jury office.
- The work plan was divided into two (2) phases: 1. Geotechnical borings 2. Providing qualified asbestos person on site during boring procedures to monitor borings and air samples. The total cost listed was \$15,200.00
- Geotechnical Testing Laboratory, Inc. (GTL), on November 27, 2019, provided Dwayne Woodard with a proposal to do the soil borings. The cost listed was: \$5,200.00
- If the borings came back with a good result then the Brownfields Phase of the project could proceed.

- Before the Brownfields Phase proceeds the Claiborne Parish Police Jury would have to acquire the building site from the Town of Haynesville; if there are no legal problems associated with the lot. (No lawsuits, etc.)

A motion was made by Frank Speer that the Board authorize Dwayne Woodard, on behalf of the Library, to enter into the contracts as presented by both ALTEC and GTL. Motion was seconded by Trudy Clark. Motion passed with all voicing "aye".

*Librarian's Report:*

Pam Suggs went over the programs that the library had held since the last meeting and presented the program schedule for January 2020.

The statistics of use for October 2019 was passed out to Board.

Pam brought the Board up to date on the Marker Projects that Vince Ory had been working on. She reported that both the J. W. Nicholson and the T. H. Harris applications for Historical Markers had been approved by the Louisiana Department Tourism. The Library would be working on securing funding for these markers to be erected during 2020. Pam stressed that no Library funds are used for these projects. The Board was in consensus that the bequeathed donation of \$5,000.00 from Ms. Wanda Guice could be used in these projects. There was no stipulation of how the bequeathment could be used in her donation.

*Bank Reconciliations:*

A motion was made by Trudy Clark to accept the bank reconciliations for September and October 2019. Sandra Hines seconded the motion. Motion passed with all voicing "aye".

*Budget Considerations:*

Dwayne Woodard and Pam Suggs, Director, presented this information to the Board.

1. The Amended Budget for 2019 was presented and explained in length. There was a change in amended budget from when it was sent out in the Board packets until the Board meeting due to the contracts that would be signed for ALTEC and GTL. Dwayne went over the changes and after discussion and questions, a motion to approve these amendments was made by Sandra Hines. Trudy Clark seconded the motion. Motion passed with all voicing "aye".
2. Salary changes for 2020 were then presented and explained in length. After discussion and questions, Frank Speer made a motion that the salary changes for 2020 be accepted as presented. Trudy Clark seconded the motion. Motion passed with all voicing "aye". There was a discussion about hiring a full-time employee to meet the demand for a second full time person in Haynesville and filling the need for one in Homer. A motion was made by Sandra Hines to pursue hiring a full time employee.

Motion was seconded by Frank Speer. Motion passed with all voicing "aye". Pam Suggs was given permission to proceed as needed in this matter.

3. The proposed 2020 budget was presented and explained in length. It was noted that the Library building project bonds would be completely paid in five years. After discussion and questions, Trudy Clark made a motion that the proposed budget for 2020 be accepted as presented. Sandra Hines seconded the motion. Motion passed with all voicing "aye".

There was a discussion regarding how Board wished to finance the building project in Haynesville; whether to use the library's money on hand or to enter into a certificate of indebtedness. It was the consensus of the Board that it would be prudent to enter into a certificate of indebtedness. They authorized Dwayne to look into this matter with Alan Offner, Bonding Attorney at Foley and Judell.

There were no others in attendance at meeting; so no public comments were made.

Having no further business the Board was adjourned at 2:15 p.m.

Next meeting: Monday, January 27, 2020, 3:30 PM.

Pam Suggs, Secretary