

Claiborne Parish Library
Board Meeting
Unapproved Minutes
Monday, January 26, 2020

Claiborne Parish Library Board of Control met Monday, January 26, 2020, 3:30 p.m., in the conference room of the main library. Present were: Denice Owens, Frank Speer, Dwayne Woodard, Dianne Spigener, Sandra Hines and Pam Suggs. Absent: Janis Daniels

Denice Owens, President of the Board, called the meeting to order.

The first order of business was the election of Board officers. Upon a motion by Frank Speer and seconded by Trudy Clark the board voted unanimously to elect the same officers as previous year. President: Denice Owens; Vice President: Dianne Spigener; Treasurer: Frank Speer.

Dianne Spigener made a motion to approve the minutes of the December 2019 meeting as printed. Sandra Hines seconded the motion. Motion passed with all voicing "aye".

Unfinished business: none

New business:

The Director's report was given by Pam Suggs. She brought the Board up to date about the building projects in Haynesville. At this time ALTEC had submitted a revised work plan to LDEQ. Once this is approved then ALTEC can begin the process of the soil borings by GTL. Weather permitting then the soil borings can be done and within 10 business days the results should be available. If the borings are favorable then the process will begin for transfer of the ownership of the lots to the Police Jury. Then the Brownfield portion of the project will begin.

The Financial report was given by Dwayne Woodard. He went over the year ending information about the finances and how the finances were looking for 2020. His report showed the library in sound financial condition.

Bill coding: A motion was made by Frank Speer that the Library Director be given the authorization to code all bills for the coming year and submit them for payment to the Police Jury each month. The motion was seconded by Trudy Clark. Motion passed with all voicing "aye".

Policy Handbook: A motion was made by Dianne Spigener to approve the Policy Handbook for 2020 as it stands as of January 2020. Sandra Hines seconded the motion. Motion passed with all voicing "aye".

Bank Statement Reconciliation for Fines Account: A motion was made by Trudy Clark that the Board approved the Bank Statement Reconciliations for the Fines Account for November 2019 and December 2019 and that Frank Speer initial the necessary pages. Dianne Spigener seconded the motion. Motion passed with all voicing "aye".

Statistical Reports: Pam Suggs presented the statistical reports for November and December 2019.

There was a reminder about the needed Ethics training and Preventing Sexual Harassment Training for 2020 by all Board members.

The dates and times for the Board Meetings in 2020 were set as follows:

Monday, April 20, 2020, 3:30 p.m.

Monday, July 20, 2020, 3:30 p.m.

Monday, September 21, 2020, 3:30 p.m.

Monday, November 30, 2020, 3:30 p.m.

Having no further business the meeting was adjourned at 4:14 p.m.

Pam Suggs, Secretary, Claiborne Parish Board of Control