Claiborne Parish Library
Approved Board Meeting Minutes
Date: Monday, December 1, 2025
Time: 3:30 p.m.
Location: Multi-Purpose Meeting Room

Board Members Present:

- Denice Owens
- Dwayne Woodard – CPPJ Administrator
- Sandra Hines
- Pam Suggs
- Trudy Clark
- Patricia Eddens Davis
- Dianne Spigener
- Frank Speer

1. Call to Order

The meeting was called to order by Board President Denice Owens.

2. Approval of Minutes – September 29, 2025

- Motion to approve the September 29, 2025 minutes was made by Dianne Spigener
- Seconded by Frank Speer.
- Motion passed unanimously.

3. Unfinished Business

- Staffing (Haynesville): Applicants for the part-time position were not as qualified as I wanted, so the position was not filled at this time. The full-time position has been filled by D'Ann Dixon Shannon.
- Haynesville Building Project: This report was given by Dwayne Woodard. The Bonding Commission has approved the letting of the bonds and Gibsland Bank and Trust got the bid for ¾ of the bonds, the other ¼ of the bonds went to Louisiana Public Facility Authority at ½ the rate of the GBT bonds. Mr. Coco can now let the bids out to contractors, but December is not a good time to do this because of the holidays. The first of the year is a better time for this. Mr. Coco will finish up last details with the fire marshal and get back to the Board soon.

4. New Business – there was no new business at this time.

5. Financial Reports: Dwayne Woodard

The 2025 Amended Budget was presented for approval. Mr. Woodard went over every line and explained any adjustments that needed to be made. The architect fees were the main portion that led to needed adjustments. After a lengthy discussion a motion was made by Trudy Clark and seconded by Dianne Spigener that the 2025 Amended Budget be approved as presented. Motion passed unanimously.

The 2026 Proposed Budget was reported on by Dwayne Woodard. He went over changes due to the bonds and bond debt, as well as other items. There was a discussion of some of the items. There were no raises given at this time. A motion was made to approve the 2026 proposed budget by Patricia Davis. The motion was seconded by Frank Speer. Motion passed unanimously.

6. Bank Reconciliation for the Fines Account was discussed. The bank statements and the reconciliations were presented in the Board's packets. A motion was made by Frank Speer to approve the Bank Reconciliation report, seconded by Trudy Clark. Motion passed unanimously.

7. The Statistical Reports were included in the packets; there was no discussion.

There was a reminder about the first meeting in 2026; but the date was not definite yet, due to the bids on the building. This would be determined later.

8. Adjournment: A motion was made by Sandra Hines and seconded by Trudy Clark that the meeting be adjourned at 4:15 p.m. Motion passed unanimously.

Respectfully submitted,
Pam Suggs
Secretary, Claiborne Parish Library Board of Control