

Claiborne Parish Library
Board Meeting
Approved Minutes
Monday, April 19, 2021

Claiborne Parish Library Board of Control met Monday, Monday, April 19, 2021, 3:30 p.m., in the multi-purpose meeting room of the main library. Present were: Denice Owens, Frank Speer, Dwayne Woodard, Trudy Clark, Dianne Spigener, Sandra Hines and Pam Suggs. Absent: Patricia Eddens Davis. Four others in attendance were: Mary McDaniel, Kevin Gray, Gil Dowies and Wesley Harris.

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

Approval of Board meeting minutes of January 25, 2021:

A motion was made by Frank Speer that the minutes be approved with the correction of the seconded motion under “Authorization to code bills” it should be changed to read: Dianne Spigener. The motion to accept the corrected minutes was seconded by Trudy Clark. Motion passed with all voicing ‘aye’.

Unfinished business: Haynesville Building Project

Dwayne reported that the bid the Police Jury had submitted to Capital One for the buildings in Haynesville was not acceptable and that Capital One had set \$265,000.00 for the minimum bid for the bank and drive-in bank. There was a lengthy discussion about the pros and cons of the remodeling the bank and selling the drive-in. Financing was discussed as well as the cost per foot of building a new branch on the Fred’s lot. It was pointed out during the discussion that the new building would not be much larger than the building the library was in at the present. Attached to the minutes is a breakdown done on square footage costs of remodeling versus building a new facility.

After much discussion between the Library Board and the Police Jury members present, Sandra Hines made a motion for the Library Board to allow Dwayne Woodard to proceed with presenting a bid for \$265,000.00 to Capitol One to purchase the properties in Haynesville, with the main bank building to be remodeled to house the Joe W. Webb Memorial Library and for the drive-in bank to be sold as surplus property later. The motion was seconded by Frank Speer. Motion carried with all voicing “aye”. Dwayne was to email the new bid offer on April 20, 2021.

Library Director’s Report: Pam reported to the Board about the electrical issues and the replacement of the transformer box. The box is owned by Entergy and costs the new transformer would not be charged to the library.

The Summer Reading Program was discussed. Gina Howell is going to be in charge of the programs this summer because of the resignation of Asia Story the Children’s Services Librarian.

Pam reported that NetTech was presently working to take over the management of the IT services for the library due to the resignation of Andy Davis.

Financial Report: Dwayne went over the financial statements as of March 31, 2021. The library is on sound financial footing and budget expenditures to date were on track as they should be. There was a discussion of financing options for the building program in Haynesville.

New Business:

Annual Leave: After a short discussion about the changes proposed by Pam to the Annual Leave Policy a motion was made by Dianne Spigener that annual leave may be accumulated up to 26 weeks or 1,040 hours. An employee may take vacation or receive pay for accumulated vacation at resignation, retirement or termination. To take effect April 26, 2021. Motion was seconded by Trudy Clark. Motion passed with all voicing “aye”.

Fines Deposit Policy Amendment: Pam explained about that the fines being collected at this time did not amount to very much money as opposed to what deposit books cost and the time an effort to make deposits for very small amounts of fines. She asked the Board to consider raising the limit of the fines to \$25.00 before being deposited in the bank. When fine amounts collected increased then the old policy of depositing could be reinstated. A motion was made by Frank Speer to allow the fines collection to accumulate to at least \$25.00 before depositing them in the bank account and when cash fines collection returned to normal this amendment to the policy could be rescinded by the Library Board. Sandra Hines seconded the motion. Motion passed with all voicing “aye”.

Pay increases for Gina Howell, Cathy Morris and Tam Peterson were discussed. A motion was made by Sandra Hines to accept the increases as presented by Pam. Dianne Spigener seconded the motion. Motion passed with all voicing “aye”.

Reconciliation of Bank Statements: A motion was made by Trudy Clark that the bank reconciliations be approved and initialed by Frank Speer. Dianne Spigener seconded the motion. Motion passed with all voicing “aye”.

Statistical Reports of usage were discussed by Pam. She noted that circulation and traffic in to the library had not greatly increased.

Members were reminded of their Ethics training and Preventing Sexual Harassment training.

Next meeting date reminder: July 19, 2021.

Reminder about upcoming history program given by Wesley Harris on April 29, 2021, 6:00 pm. The Roundup: Political Shenanigans in North Louisiana during Reconstruction.

Having no further business the meeting was adjourned at 4:30 pm

Pam Suggs, Secretary, Claiborne Parish Library Board of Control