

Claiborne Parish Library
Approved Board Meeting Minutes
Date: Monday, April 28, 2025
Time: 3:30 p.m.
Location: Multi-Purpose Meeting Room

Board Members Present:

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

Call to Order

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

2. Approval of Minutes – January 27, 2025

- Motion to approve the minutes from the January 27, 2025, Board Meeting was made by Frank Speer.
- Seconded by Trudy Clark.
- Motion passed unanimously.

3. Unfinished Business / Library Director's Report

1. **Joe W. Webb Memorial Library – Plumbing Repair**
 - The plumbing issue was resolved by AllTec Plumbing, Inc.
 - Three bids were received: Connie's Plumbing, Mark Johnson Plumbing, and AllTec Plumbing.
 - The issue involved a crushed sewer pipe beneath the loading dock, which has been successfully repaired and service restored.
2. **Haynesville Building Project Report**
 - In January, the Library Board voted to declare the bank building in Haynesville as surplus property, per the Police Jury's request.
 - At the February Police Jury meeting, five members voted against the declaration, resulting in the motion's failure.

- Pam Suggs reported that Mr. Coco incorporated requested changes into the new building design. Updated drawings were included in the Board packets.
- 3. **Tire Removal from Bank Lot**
 - Abandoned tires were removed from the Haynesville bank building lot by Michael McDaniel at a cost of \$375.00.
- 4. **Mowing of Bank Lot**
 - Michael McDaniel will continue mowing the Haynesville bank lot for this year.
- 5. **Summer Reading Program Plans**
 - Scheduled entertainment includes Tommy Terrific, Steve's Snaketuary, and Harvey Rabbit & Friends.
 - Claiborne Memorial Medical Center donated funds to sponsor the Harvey Rabbit & Friends program.
- 6. **Library Programs**
 - Two successful programs held in first quarter: an archaeology program and a program on wildflowers.

4. New Business

Consideration of New Assistant Director Position

- Discussion was tabled for a later date.

5. Financial Report

Presented by Dwayne Woodard

- Mr. Woodard reviewed the year-to-date financial statement as of March 31, 2025.
- Income and expenditures were within expected ranges for the first quarter.

6. Bank Reconciliations

Fines Account Reconciliation

- Motion to approve the fines account bank reconciliations was made by Patricia Davis.
- Seconded by Trudy Clark.
- Motion passed unanimously.
- Frank Speer initialed the bank statements.

7. Statistical Reports

- Reports for January and February were included in the Board packets.

8. Upcoming Meeting Dates – 2025

- Monday, July 28, 2025 – 3:30 p.m.
- Monday, September 29, 2025 – 3:30 p.m.
- Monday, December 1, 2025 – 3:30 p.m.

9. Adjournment

With no further business, the meeting was adjourned at 4:20 p.m.

Next Meeting:

- **Date:** Monday, July 28, 2025
- **Time:** 3:30 p.m.

Respectfully Submitted,

Pam Suggs

Secretary, Claiborne Parish Library Board of Control