

Claiborne Parish Library  
Board Meeting  
Approved Minutes  
Monday, February 21, 2022

The Claiborne Parish Library Board of Control met Monday, February 21, 2022, 3:30 p.m., in the Multi-Purpose Meeting Room. Present were Denice Owens, Dwayne Woodard, Sandra Hines, Patricia Davis, Frank Speer, Trudy Clark, Dianne Spigener, Pam Suggs, and Wesley Harris.

No absences.

NOTE: The Library Board of Control did not meet in January 2022 due to Covid surge.

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

**Election of Board officers for 2022:**

A motion was made by Frank Speer that the officers for 2022 remain the same. Sandra Hines seconded motion. Motion passed with all voicing “aye.”

President: Denice Owens

Vice President: Dianne Spigener

Treasurer: Frank Speer

**Approval of Board meeting minutes of November 29, 2021:**

A motion was made by Dianne Spigener that the minutes of the November 29, 2021, Board meeting be approved. Sandra Hines seconded the motion. Motion passed with all voicing ‘aye.’

**Unfinished business:** None.

**Library Director’s Report:**

A copy of this report is attached to the minutes.

**Authorization for Director to code bills and submit them for payment to the Police Jury each month:**

Motion was made by Trudy Clark and seconded by Frank Speer. Motion passed with all voicing “aye.”

**Policy Handbook approval for 2022:**

Motion was made by Dianne Spigener and seconded by Sandra Hines. Motion passed with all voicing “aye.”

**Fines Account Bank Statement and Reconciliation for December 2021; January 2022, and February 2022:**

Motion was made by Frank Speer and seconded by Dianne Spigener. Motion passed with all voicing “aye.”

**Statistical Report:**

Pam Suggs provided copies of the 2021, Yearly Statistical Report for the Board. There was a brief discussion of why circulation was down as well as computer use.

**Financial Report: Dwayne Woodard**

Mr. Woodard went over the 2021 end of year budget line by line, comparing the expenditures of 2021 to those of 2020. He also went over January 2022 expenditures. After a discussion of the Library’s financial standing a motion was made by Patricia Davis and seconded by Dianne Spigener that the financial report be approved as presented. Motion passed with all voicing ‘aye.’

### **Haynesville Building Project**

The HBP preliminary plans, done by Wayne Coco, architect, and Chris Leigh, designer, were on display at the meeting. Dwayne Woodard went over the plans with the Board and ideas were discussed about the project and financing the project. It was the consensus of the Board that the costs be reduced wherever possible. The Board stressed that they would want to keep the project as close to 3,000,000.00 as possible. Wesley Harris and Pam Suggs also discussed some changes the staff would be recommending to Mr. Coco.

**Reminder about training for Ethics and Preventing Sexual Harassment.**

**Meeting schedule for 2022.**

Having no further business, the meeting was adjourned at 4:45 pm.

Next meeting date: April 18, 2022, 3:30 p.m.

Pam Suggs, Secretary, Claiborne Parish Library Board of Control