

Claiborne Parish Library
Board Meeting
Approved Minutes
Monday, January 26, 2021

Claiborne Parish Library Board of Control met Monday, January 26, 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, Patricia Eddens Davis, Sandra Hines and Pam Suggs. Absent: None. 1 visitor: Wesley Harris.

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

Denice and the rest of the Board welcomed new Board member: Patricia Eddens Davis who is filling out the remainder of the term of Janis Daniels, which was to end December 31, 2024.

Election of Board Officers for 2021:

A motion was made by Dianne Spigener that the Board officers for 2021 remain the same. Motion was seconded by Trudy Clark. Motion passed with all voicing 'aye'.

President: Denice Owens

Vice President: Dianne Spigener

Treasurer: Frank Speer

Approval of Board meeting minutes of December 14, 2020:

A motion was made by Frank Speer that the minutes be approved as presented. Motion was seconded by Trudy Clark. Motion passed with all voicing 'aye'.

Unfinished business: none

New business:

The Director's report was given by Pam Suggs.

Library Director's report:

Haynesville Project: Mr. Coco has been up three times to meet with us about the building. He came up with a cost estimate which I'm providing to you. He is working on a branch library in Gibsland and reports that construction costs have risen since we first started planning the building 4 years ago. He is working on some update plans and trying to get us as large a meeting room as he can.

We are going to have Benji Wynn re-survey the lot because the topography has changed since the dirt has been removed. And there will need to be new soil borings.

We are going to have to discard a lot of books before we move. Things that are sitting on the shelf that are not circulating in order to fit into a building with less shelving. We are also considering cutting back on the number of public computer terminals.

The seventieth birthday of the library is coming up March 31st of this year. The staff thought it would be nice to have some type of open house, Covid permitting. So be planning to attend as a board member. Probably cake and punch, come and go situation.

Financial report: *Was given by Dwayne Woodard.* The end of the year figures were discussed as well as the projection of income for 2021. It was noted that income could very possibly be less than income from 2020 due to economic issues. It was also noted that the building project might have to be dropped if income was greatly less.

The discussion of the financing the new building in Haynesville was continued. Dwayne was going to speak to bonding attorney, Allen Offner to determine if the library would qualify for the 25% that the state could offset with ½ of the interest if the old bonds were refinanced or if the library would have to have a new, separate bond.

The Board would have to make a recommendation to the Police Jury as to borrowing 1.4 million, getting a new bond, or combining the old bond and the new bond and refinance \$2 million and have one payment. This was something that would be discussed again at the April Board meeting and by this point the Board would have a better idea about the Library's income for 2021 and have some answers of which direction to go from Foley and Judell's office.

Authorization of the Director to code bills and submit them for payment to the Police Jury each month.

A motion was made by Sandra Hines that the Director be authorized to code bills and submit them for payment each month to the Police Jury. The motion was seconded by Dianne Spigener. Motion passed with all voicing 'aye'.

Policy Handbook:

A motion was made by Dianne Spigener that the Policy Handbook be approved for 2021. Motion was seconded by Frank Speer. Motion passed with all voicing 'aye'.

Bank Statement Reconciliation for Fines Account: A motion was made by Dianne Spigener that the Board approve the Bank Statement Reconciliations for the Fines Account for December 2020 and that Frank Speer initial the necessary pages. Frank Speer seconded the motion. Motion passed with all voicing "aye".

Statistical Reports: Pam Suggs presented the statistical reports for December 2020, the combined statistics for 2020 and Wesley Harris' statistics for 2020. There was a discussion about the drastic downturn in all areas of the statistical reports. It was noted that Covid pandemic had effected all areas of the library's work.

Pam reminded members about ethics and preventing sexual harassment training that would need to be completed by December 31, 2021.

Meetings for 2021 (suggested schedule)

Monday, April 19, 2021, 3:30 p.m.

Monday, July 19, 2021, 3:30 p.m.

Monday, September 20, 2021, 3:30 p.m.

Monday, November 29, 2021, 3:30 p.m.

Having no further business the meeting was adjourned at 4:30 p.m.

Pam Suggs, Secretary, Claiborne Parish Board of Control