

Claiborne Parish Library
Board Meeting
Minutes
Monday, January 30, 2023

The Claiborne Parish Library Board of Control met Monday, January 30, 2023, 3:30 p.m., in the Multi-Purpose Meeting Room. Present were Denice Owens, Dwayne Woodard, Sandra Hines, Frank Speer, Trudy Clark, Dianne Spigener, Pam Suggs, and Wesley Harris.

Absent: Patricia Davis

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

Election of Board Officers, 2023

On a motion by Frank Speer, and a second by Trudy Clark, the Board voted unanimously to keep the same officers for 2023.

President: Denice Owens

Vice President: Dianne Spigener

Treasurer: Frank Speer

Approval of Board meeting minutes of November 28, 2022:

A motion was made by Dianne Spigener that the minutes of the November 28, 2022, Board meeting be approved. Frank Speer seconded the motion. Motion passed with all voicing 'aye.'

Unfinished business: None.

Library Director's Report:

Pam Suggs gave the Board a review of the publicity used in the 2011 ad valorem tax renewal election. There was a discussion on writing editorials. Pam was going to gather statistics and get those to Denice.

Financial Report: Dwayne Woodard

Mr. Woodard went over the final 2022 financials. It was noted that utilities were up, and ad valorem taxes were down. The final figures showed that the library had stayed within budget for 2022.

Authorization for the Director to code bills in 2023 and submit them for payment to the Police Jury each month.

A motion was made by Sandra Hines that Pam be given the authority to code the bills and submit them for payment each month in 2023.

Frank Speer seconded the motion.

Motion passed with all voicing: aye.

Claiborne Parish Library Policy Handbook review for 2023

The only policy update that was suggested was a one-day holiday for Mardi Gras.

Upon a motion by Frank Speer, and a second by Trudy Clark, the Board voted unanimously to NOT add Mardi Gras as a holiday for the library staff in 2023.

Agreed Upon Procedures (AUPs)

Frank Speer made a motion to approve the AUPs as presented by Pam Suggs.

Dianne Spigener seconded the motion.

Motion passed with all voicing: aye.

Bank Reconciliations:

Dianne Spigener made a motion to approve the fines account bank reconciliations as presented. Trudy Clark seconded the motion. Motion carried with all voicing “aye.” Frank Speer, treasurer of the Board, initialed the bank statements and the reconciliations.

**Reminder about training for Ethics and Preventing Sexual Harassment.
Meetings for 2023:**

Monday, January 30, 2023, 3:30 p.m.

Monday, April 24, 2023, 3:30 p.m.

Monday, September 18, 2023, 3:30 p.m.

Monday, November 27, or December 4, 2023, 3:30 p.m. – *Dwayne can decide what works best for him.*

Having no further business, the meeting was adjourned at 4:40 pm.

Next meeting date: Monday, April 24, 2023, 3:30 p.m.

Pam Suggs, Secretary, Claiborne Parish Library Board of Control