

Claiborne Parish Library
Board Meeting
Approved Minutes
Monday, July 18, 2022

The Claiborne Parish Library Board of Control met Monday, July 18, 2022, 3:30 p.m., in the Multi-Purpose Meeting Room. Present were Denice Owens, Dwayne Woodard, Sandra Hines, Patricia Davis, Trudy Clark, Dianne Spigener, Pam Suggs, and Frank Speer

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

Approval of Board meeting minutes of April 18, 2022:

A motion was made by Patricia Davis that the minutes of the April 18, 2022, Board meeting be approved. Trudy Clark seconded the motion. Motion passed with all voicing 'aye.'

Unfinished business: None.

Library Director's Report:

Pam Suggs made recommendations for the Board to discuss regarding staffing for the library, hiring, and salary increases.

Dianne Spigener made a motion to hire Cathy Morris as a full-time employee for Joe W. Webb Memorial Library as Circulation Librarian and Tam Peterson as a full-time employee for Main Branch as Circulation Librarian.

Patricia Davis seconded motion.

Motion passed with all voicing "aye."

Sandra Hines made a motion to accept the salary changes as presented.

Patricia Davis seconded the motion.

Motion passed with all voicing "aye."

Frank Speer made a motion for Pam to advertise for two part-time positions. One in Homer and one in Haynesville.

Trudy Clark seconded the motion.

Motion passed with all voicing "aye."

Financial Report: Dwayne Woodard

Mr. Woodard went over the Financials as of June 2022 line by line noting and discussing budget items.

Agenda Addition: Dwayne Woodard recommended to the Library Board that they write a letter to the Police Jury requesting that Dwayne look into purchasing the lot adjacent to the Capital One bank building owned by Robert Wise in order for the library to have an area to use for staging construction and for placing HVAC units and generator for the building.

Frank Speer made a motion for Pam to write a letter requesting that the Police Jury allow Dwayne to look into purchasing the lot adjacent to the Capital One bank building.

Trudy Clark seconded the motion.

Motion passed with all voicing "aye."

Bank Reconciliations:

Sandra Hines made a motion to accept the bank reconciliations for April, May and June 2022 as presented by Pam.

Patricia Davis seconded the motion.

Motion passed with all voicing “aye.”

Statistical Report:

Pam Suggs provided copies of the April, May, and June 2022 statistics.

Haynesville Building Project

There was a discussion regarding the plans for the HVAC system in the new building and the terrazzo flooring.

Reminder about training for Ethics and Preventing Sexual Harassment.

Having no further business, the meeting was adjourned at 4:15 pm.

Next meeting date: September 19, 2022, 3:30 p.m.

Pam Suggs, Secretary, Claiborne Parish Library Board of Control