

Claiborne Parish Library
Board Meeting
Approved Minutes
Monday, July 19, 2021

Claiborne Parish Library Board of Control met Monday, Monday, July 19, 2021, 3:30 p.m., in the multi-purpose meeting room of the main library. Present were Denice Owens, Dwayne Woodard, Dianne Spigener, Sandra Hines, Patricia Davis and Pam Suggs. Absent: Frank Speer and Trudy Clark.

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

Approval of Board meeting minutes of April 19, 2021:

A motion was made by Dianne Spigener that the minutes be approved. The motion was seconded by Sandra Hines. Motion passed with all voicing ‘aye’.

Unfinished business: Haynesville Building Project

Dwayne reported that the Police Jury had filed all the necessary papers and paid the title insurance. All that remained was to sign everything upon receipt of papers from Capital One. Once that was done a key to the building would be handed over and the ‘for sale’ sign removed from the building. Pam reported that plans for the building were found at McInnis Construction. There were paper copies as well as copies saved to thumb drive. These would be given to Mr. Coco, Architect for the project.

Library Director’s Report: Pam reported to the Board about the American Rescue Plan from which the library received \$47,064.84 dollars. The majority of this money would be spent on new patron computers for both branches.

She also reported about the Summer Reading Program and that Gina Howell had done a good job with conducting it and that participation was up slightly from last year.

There was a discussion about the gutters being installed and the leaks that would need to be corrected.

The last item was a report on the Digitizing Project which ended formally on June 30, 2021 but would be an ongoing project. 17,000 images have been scanned to the database.

Financial Report: Dwayne went over the financial statements as of June 30, 2021.

New Business: Pam went over the pay increases for the rest of the staff that did not receive a raise in pay at the last meeting. The proposed raises were discussed. Upon a motion by Sandra Hines and seconded by Dianne Spigener the raises were approved with all voicing “aye”. The increase would begin for the pay period: July 22 – August 4, 2021.

Reconciliation of Bank Statements: A motion was made by Dianne Spigener that the bank reconciliations for April – June 2021 be approved and initialed Denice Owens in the absence of Frank Speer. Patricia Davis seconded the motion. Motion passed with all voicing “aye”.

Statistical Reports of usage for May and June of 2021 were briefly discussed. June 2021 statistics showed a slight increase in usage.

Members were reminded of their Ethics training and Preventing Sexual Harassment training. Having no further business, the meeting was adjourned at 4:30 pm

Pam Suggs, Secretary, Claiborne Parish Library Board of Control