

Claiborne Parish Library

Board of Control – Unapproved Meeting Minutes

Date: Monday, July 27, 2026

Time: 3:30 p.m.

Location: Multi-Purpose Meeting Room

Board Members Present: Denice Owens (President); Dwayne Woodard (CPPJ Administrator); Sandra Hines; Pam Suggs; Trudy Clark; Patricia Eddens Davis; Frank Speer; Dianne Spigener.

Absent: None.

1. Call to Order

President Denice Owens called the meeting to order at 3:30 p.m.

2. Approval of Minutes – April 27, 2026

Patricia Davis moved to approve the minutes of the April 27, 2026, meeting. The motion was seconded by Trudy Clark and passed unanimously.

4. Unfinished Business

Dwayne reported on the bank building. The Police Jury plans to establish a minimum bid of \$65,000 for the building and lot and advertise the property for bids following its August Police Jury meeting.

Update on Haynesville Building Project: Dwayne reported that the dirt work for the foundation had been completed and that soil testing would be conducted before construction proceeds. He noted that the heavy rainfall during June and early July had caused delays in the project schedule.

Pam discussed her anticipated retirement sometime in 2028. The Board discussed succession planning, including the possibility of creating an Assistant Director position in early 2027. Pam was asked to prepare a job description for the proposed position.

Pam also recommended increasing D'Ann Shannon's hourly wage from \$14.00 to \$16.00. Sandra Hines made the motion to approve the increase, Patricia Davis seconded the motion, and it passed unanimously. The increase will become effective with the next pay period (July 30–August 30, 2026).

6. Financial Reports

Mr. Woodard reviewed the June 2026 financial report in detail and reported that the Library's finances were on target for the midpoint of the fiscal year.

7. Bank Reconciliation – Fines Account

Frank Speer moved to approve the Bank Reconciliation report for the Fines Account. The motion was seconded by Dianne Spigener and passed unanimously.

8. Statistical Report

The statistical report for April and May 2026 was presented. No discussion followed.

9. Upcoming Meeting Dates

Monday, September 28, 2026, and Monday, November 30, 2026.

10. Adjournment

Patricia Davis moved to adjourn the meeting. The motion was seconded by Trudy Clark and passed unanimously. President Owens adjourned the meeting at 4:05 p.m.

Respectfully submitted,

Pam Suggs
Secretary
Claiborne Parish Library Board of Control