

Claiborne Parish Library Approved Board Meeting Minutes

Date: Monday, July 28, 2025

Time: 3:30 p.m.

Location: Multi-Purpose Meeting Room

Board Members Present:

- Denice Owens
- Dwayne Woodard – CPPJ Administrator
- Sandra Hines
- Pam Suggs
- Trudy Clark
- Patricia Eddens Davis
- Dianne Spigener

1. Call to Order

The meeting was called to order by Board President Denice Owens.

2. Approval of Minutes – April 28, 2025

- Motion to approve the minutes from the April 28, 2025 Board Meeting was made by Dianne Spigener.
- Seconded by Patricia Davis.
- Motion passed unanimously.

3. Library Director's Report

a. Summer Reading Program

Gina led this year's Summer Reading Program with excellent results, achieving strong enrollment and attendance. Special guest programs included Steve's Snakeuary, Tommy Terrific, and Harvey Rabbit & Friends. The program concluded on July 19 with a celebration featuring hot dogs and treats for participants who completed the program.

For the first time in several years, Gina was invited to the Boys and Girls Club, where she conducted story times, arts and crafts, and games both at the Club and the library.

b. Building Maintenance

- *Main Library:* Air conditioning is functioning well. However, the sidewalks, windows, and building exterior—including the Haynesville entrance—need to be power washed.
- *Furniture:* Upholstery in the reading room and on lobby benches is deteriorating. Several pieces have been removed and stored until reupholstering funds are available. The

furniture frames are in good condition, but the fabric is worn. Repairs will be scheduled as the budget allows.

c. Haynesville Building Project

Mr. Coco is awaiting the engineers' plans. Once received, the Board will need to:

1. Review and approve the plans.
2. Request Police Jury approval to proceed and consult Bonding Attorney Allan Offner for legal guidance.
3. Return to the Police Jury for final approval.

A special Board meeting will likely be scheduled in August if plans are ready.

4. New Business

Staffing Needs

Due to staffing shortages caused by illness and vacation schedules, the Director recommended advertising for an additional part-time employee.

- Motion to approve advertising for an additional part-time employee was made by Trudy Walker.
- Seconded by Sandra Hines.
- Motion passed unanimously.

5. Financial Report

Presented by Dwayne Woodard.

- Mr. Woodard reviewed the year-to-date financial statement as of June 30, 2025.
- Income and expenditures are within expected ranges.

6. Bank Reconciliations

Fines Account Reconciliation

- Motion to approve the fines account bank reconciliations was made by Patricia Davis.
- Seconded by Trudy Clark.
- Motion passed unanimously.

In the absence of Treasurer Frank Speer, Dianne Spigener initialed the reconciliations.

7. Statistical Reports

Statistical reports were included in the Board packets.

8. Upcoming Meeting Dates – 2025

A called meeting will be held when the library plans are ready to be presented to the Board.

- Monday, September 29, 2025 – 3:30 p.m.
- Monday, December 1, 2025 – 3:30 p.m.

9. Adjournment

- Motion to adjourn was made by Sandra Hines.
- Seconded by Trudy Clark.
- Motion passed unanimously.

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Pam Suggs

Secretary, Claiborne Parish Library Board of Control