

Claiborne Parish Library  
Board Meeting  
Approved Minutes  
Thursday, June 11, 2020

Claiborne Parish Library Board of Control met Thursday, June 11, 2020, 3:30 p.m., in the multi-purpose meeting room of the main library. Present were: Denice Owens, Frank Speer, Dwayne Woodard, Dianne Spigener, Sandra Hines and Pam Suggs. Absent: Janis Daniels

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

It was noted for the record that the Board did not meet at the regularly scheduled meeting of April 2020 due to the **Governor's Proclamation Number 33 JBE 2020**. Also that the July 2020 meeting would be skipped because of the Board's meeting, today, in June. The Board noted that if there was an emergency or issue that needed to be addressed before the scheduled meeting in September 2020 that a meeting could be called.

Frank Speer made a motion to approve the minutes of the January 2020 meeting as printed. Trudy Clark seconded the motion. Motion passed with all voicing "aye".

Unfinished business: none

New business:

*The Director's report* was given by Pam Suggs. Dwayne Woodard brought the Board up to date on the Brownfield DEQ project for Haynesville. There will be a notice for public comment in June 2020 with a closing date for July 24, 2020. ALTEC is writing specs for asbestos removal, there will be a pre-bid conference either on June 28 or July 2, 2020. Bids for cleanup will be mid-August to September – awarded by Police Jury, clean-up should begin soon after the bid is awarded, clean-up should be finished within 4-6 weeks at the most. The debris will be carried away in containers not in dump trucks with open beds.

There was a lengthy discussion about going forward with the building project. There is money to build the library branch but because of the economic downturn it will have to be determined if there is money for operating a building. There was no decision made. As the year moves forward into 2021 a better view of the library's economic situation can be seen and course of action determined.

Pam gave the Board information about Phase 2 reopening, this is in a copy of the Library Director's report. The Board was in consensus that no food should be served or eaten in the meeting room until Phase 3 is in place.

Information about a grant application to the National Preservation/National Park Service for digitization of materials was explained. The amount of the grant applied for was \$5,300.00

The CARES act was bringing to the library \$6,563.00 through the State Library of Louisiana. This money has to be spent on technology type services for the library.

*The Financial report* was given by Dwayne Woodard. He went over the financial information as of May 2020. He spoke to the Board about the increases expected in certain areas of the budget such as insurance and the likely hood of not receiving expected revenues due to the economic downturn. A clearer picture of the situation would be possible toward the end of 2020 and beginning of 2021.

*Bank Statement Reconciliation for Fines Account:* A motion was made by Dianne Spigener that the Board approved the Bank Statement Reconciliations for the Fines Account for January – May 2020 and that Frank Speer initial the necessary pages. Trudy Clark seconded the motion. Motion passed with all voicing “aye”.

*Statistical Reports:* Pam Suggs presented the statistical reports for January – May 2020.

There was a reminder about the needed Ethics training and Preventing Sexual Harassment Training for 2020 by all Board members.

The dates and times for the next Board Meetings in 2020 are:

Monday, September 21, 2020, 3:30 p.m.

Monday, November 30, 2020, 3:30 p.m.

Having no further business the meeting was adjourned at 4:20 p.m.

Pam Suggs, Secretary, Claiborne Parish Board of Control