

Claiborne Parish Library

Board of Control – Approved Meeting Minutes

Date: Monday, March 2, 2026

Time: 3:30 p.m.

Location: Conference Room

Board Members Present

- Denice Owens, President
- Dwayne Woodard, CPPJ Administrator
- Sandra Hines
- Pam Suggs
- Trudy Clark
- Patricia Eddens Davis
- Frank Speer

Absent: Dianne Spigener

1. Call to Order

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

2. Election of Board Officers for 2026

Frank Speer moved to retain the current slate of officers for 2026. The motion was seconded by Patricia Davis and passed unanimously.

Officers for 2026:

- President: Denice Owens
- Vice President: Dianne Spigener
- Treasurer: Frank Speer

3. Approval of Minutes – December 1, 2025

Trudy Clark moved to approve the minutes of the December 1, 2025 meeting. The motion was seconded by Patricia Davis and passed unanimously.

4. Unfinished Business

There was no unfinished business.

5. New Business

Architect's Recommendation – Construction Bid

Project architect Wayne Coco presented his recommendation to the Board:

“I recommend that the Claiborne Parish Library Board accept the bid of Benchmark Construction of Louisiana, LLC in the amount of the Base Bid at \$1,042,000.00, plus Alternate #1 in the amount of \$75,000.00, and Alternate #2 in the amount of \$84,000.00, for a total recommended contract amount of \$1,201,000.00.

It is also my recommendation that the library hire a local on-site inspector to be available at least two times per week during construction. This will ensure that the work is performed in accordance with the plans and specifications and that the quality of the work meets expectations.”

Following discussion, and upon the recommendation of Dwayne Woodard that Cothorn, Graff, and Smoak Engineering be contracted to serve as on-site inspector, Frank Speer moved to accept Mr. Coco's recommendations. The motion was seconded by Patricia Davis and passed unanimously.

6. Financial Reports

Mr. Woodard reviewed the 2025 year-end financial report in detail. The January 31, 2026 financial report was also presented and discussed.

7. Authorization for Payment of Bills

Trudy Clark moved to authorize the Director to code bills and submit them monthly to the Police Jury for payment. The motion was seconded by Patricia Davis and passed unanimously.

8. Policy Handbook Approval for 2026

Frank Speer moved to approve the Policy Handbook for 2026 with no changes. The motion was seconded by Sandra Hines and passed unanimously.

9. Bank Reconciliation – Fines Account

Bank statements and reconciliations for the Fines Account were included in the Board packets and reviewed.

Sandra Hines moved to approve the Bank Reconciliation report. The motion was seconded by Trudy Clark and passed unanimously.

10. Statistical Reports

Statistical reports were included in the Board packets. No discussion was held.

11. 2026 Meeting Dates

The Board confirmed that meetings will be held at 3:30 p.m. on the following dates:

- Monday, April 7, 2026
- Monday, July 27, 2026
- Monday, September 28, 2026
- Monday, November 30, 2026

12. Adjournment

Sandra Hines moved to adjourn the meeting. The motion was seconded by Trudy Clark and passed unanimously. The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Pam Suggs
Secretary
Claiborne Parish Library Board of Control