

**Claiborne Parish Library**  
**Approved Board Meeting Minutes**  
**Date:** Monday, September 29, 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
  - Frank Speer
- 

**1. Call to Order**

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

**2. Approval of Minutes – July 28, 2025**

- Motion to approve the July 28, 2025 minutes was made by Frank Speer.
- Seconded by Trudy Clark.
- Motion passed unanimously.

**3. Approval of Called Meeting Minutes – September 8, 2025**

- Motion to approve the minutes of the September 8, 2025, meeting was made by Dianne Spigener.
- Seconded by Sandra Hines.
- Motion passed unanimously.

**4. Library Director's Report**

A copy of the Director's report is attached to these minutes.

**5. New Business – Staffing Needs**

Pam Suggs recommended the following salary adjustments, to take effect with the next pay period (or as recommended by Dwayne Woodard):

| Employee     | Current Rate | Recommended Rate |
|--------------|--------------|------------------|
| 3 Employees: | \$12.36      | \$13.00          |
| 1 Employee   | \$12.37      | \$13.75          |
| 1 Employee   | \$13.39      | \$13.75          |

| <b>Employee</b> | <b>Current Rate</b> | <b>Recommended Rate</b>          |
|-----------------|---------------------|----------------------------------|
| 1 Employee      | \$12.80             | \$13.75                          |
| New Full-Time — |                     | \$14.00                          |
| New Part-Time — |                     | \$11.00 → \$11.50 after 6 months |

- Motion to approve the salary changes as presented was made by Patricia Davis.
- Seconded by Trudy Clark.
- Motion passed unanimously.

## **6. Financial Report**

Presented by Dwayne Woodard.

- Mr. Woodard reviewed the year-to-date financial statement as of September 29, 2025.
- Income and expenditures remain within expected ranges.
- He explained the bond process and provided a timeline for issuance.

## **7. Bank Reconciliations**

### **Fines Account:**

- Motion to approve the fines account reconciliation was made by Dianne Spigener.
- Seconded by Trudy Clark.
- Motion passed unanimously.

## **8. Statistical Reports**

Statistical reports were included in Board packets.

## **9. Upcoming Meeting Date**

- Monday, December 1, 2025, at 3:30 p.m.

## **10. Adjournment**

- Motion to adjourn was made by Dianne Spigener.
- Seconded by Sandra Hines.
- Motion passed unanimously.
- The meeting adjourned at 4:20 p.m.

---

**Respectfully submitted,**

Pam Suggs

Secretary, Claiborne Parish Library Board of Control

## Library Director's Report

- **Suzanne Ford** – we have scrambled around with trying to get Suzanne's duties covered. She did much more than even I realized. Cathy is learning ILL, Julie is processing books, Gina has taken over her adult programs. I am advertising for a full-time position for Suzanne's job. Cathy will be wanting to go back to Haynesville and I need her to go back to Haynesville. Julie does not want to work too many extra hours and Gina will continue with some of Suzanne's adult programming. I am also advertising for another part time person, mainly for Haynesville. Robin and Lou can cover now but once the library get open we will need someone. And it does put us in a squeeze when one of part time staff is out.
- **Building Maintenance:**
  - **Furniture:** I have not taken on the furniture recovering project yet. I will try to get to that.
  - **Floor:** Morris Shelton did get the floors waxed in the main building.
  - **Power washing:** I am waiting for Too Tall McDaniel to get back with me about this project at the main building.
- **Claiborne Parish History Book 2025** is almost ready to go to the printer.
- **Haynesville Building Project**

Dwayne has been in touch with Foley and Judel about the Louisiana Bonding commission