

Claiborne Parish Library
Board Meeting
Approved Minutes
Monday, January 29, 2018

The Claiborne Parish Library Board of Control met Monday, January 29, 2018 at 3:30 p.m. in the conference meeting room of the main library. All members were present.

Denice Owens, President, called the meeting to order.

A motion was made by Dianne Spigener that the Library Board of Control officers remain the same as the previous year. Frank Speer seconded the motion. Motion passed with all voicing "aye".

Officers are: Denice Owens, President
Dianne Spigener, Vice President
Frank Speer, Treasurer
Pam Suggs will serve as secretary to the Board.

Frank Speer made a motion that the minutes of the previous meeting be accepted as printed. Sandra Hines seconded the motion. Motion passed with all voicing "aye".

Unfinished Business:

Haynesville – Joe W. Webb Memorial Library. The Town of Haynesville is still working to resolve the issue of the DEQ report of needing to remove 6 inches of soil from the library site. We are waiting on this to be done or the issue resolved in some way before proceeding with purchase of lot.

New Business/Director's Report:

Pam reported that the HVAC units had been cleaned and that this was set up to be done periodically.

Staff Development Day was February 8, 2018, and the library would be closed on this day for the staff to attend.

Asia Story is planning story times were being planned for February.

Programs are being planned with Wesley Harris – WWII POW's in North LA.

Jeff Girard – Archeology program in April.

Bank Reconciliations:

A motion was made by Janis Daniels to accept the bank reconciliations for November and December 2017, Trudy Clark seconded the motion. Motion passed with all voicing "aye".

A motion was made by Frank Speer and seconded by Dianne Spigener that Pam Suggs be given the authority to code all bills and submit these for payment each month to the Police Jury. Motion passed with all voicing 'aye'.

Statistical Reports: Pam went over the statistical reports for November, December 2017 and the yearly statistical report.

Policies Handbook: The Policies Handbook was approved for 2018 with the only change being the addition of a recommended addition of an Active Shooter Policy. There was a discussion about this policy and the possibility of training.

A motion was made by Frank Speer that the Policies Handbook be approved for 2018 and the Active Shooter Policy be added to the handbook. Trudy Clark seconded the motion. Motion passed with all voicing 'aye'.

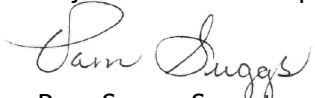
Financial Report: Dwayne went over the financial report with the Board.

Board members were reminded that they needed to complete their ethics training for 2018.

No public comments.

Next meeting date: Monday, April 9, 2018, 3:30 p.m.

Adjournment: 4:15 p.m.


Pam Suggs, Secretary