

*Approved September 18, 2017*

Claiborne Parish Library  
Board Meeting  
Unapproved Minutes  
July 17, 2017

The Claiborne Parish Library Board of Control met Monday, July 17, 2017, at 3:30 p.m. in the Multipurpose meeting room of the main library. One member, Dianne Spigener, was absent.

Denice Owens, President, called the meeting to order.

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

Unfinished Business:

Haynesville – Joe W. Webb Memorial Library.

There was no update on this project. Mr. Woodard had contacted the contractor and Mr. Speer had spoken to the mayor. There was some discussion concerning how the building would look in relation to the rest of the main street in Haynesville and what the ideas were for the inside of the building. The façade would be compatible with rest of building with an older look and the inside would be more of an industrial look. It was discussed that the building would not necessarily have more shelving space and would emphasis would be placed on technology and the meeting room space.

New Business:

State Wide Agreed Upon Practices: AUP's

The Board went over the information and the proposed AUP Policies that were in their mail packets.

The following AUP polices were approved and adopted by the Board:

Ethics Policy:

Discussion: There was a short discussion about who had done their training and who had not. A motion to accept the policy as presented was made by Sandra Hines, seconded by Trudy Clark. Motion passed with all voicing "aye".

Purchasing and Contracting Policy:

Discussion: None

A motion to accept the policy as presented was made by Frank Speer, seconded by Trudy Clark. Motion passed with all voicing "aye".

Time Off Procedures Policy:

Discussion: None

A motion to accept the policy as presented was made by Janis Daniels, seconded by Sandra Hines.

Motion passed with all voicing "aye".

Bank Reconciliation Policy:

Discussion: None

A motion to accept the policy as presented was made by Frank Speer, seconded by Trudy Clark.

Motion passed with all voicing "aye".

Budget Procedures and Policies:

Discussion: None

A motion to accept the policy as presented was made by Frank Speer, seconded by Sandra Hines.

Motion passed with all voicing "aye".

Fixed Assets Policy and Procedures:

Discussion: None

A motion to accept the policy as presented was made by Janis Daniels , seconded by Frank Speer.

Motion passed with all voicing "aye".

Money Collection Policy and Procedures:

Discussion: None

A motion to accept the policy as presented was made by Sandra Hines, seconded by Trudy Clark.

Motion passed with all voicing "aye".

Travel and other Expenses Reimbursement Policy:

Discussion: None

A motion to accept the policy as presented was made by Sandra Hines, seconded by Trudy Clark.

Motion passed with all voicing "aye".

Library Bulletin Board and Public Information Policy:

Discussion: Pam explained to the Board the need for this policy.

A motion to accept the policy as presented was made by Trudy Clark , seconded by Frank Speer.

Motion passed with all voicing "aye".

Mr. Woodard went over the financial report with the Board. And answered any questions regarding the report.

There was a short discussion of the statistical reports and the bank reconciliation information sheets.

Having no further business the meeting was adjourned at 4:25 pm.

Next meeting: Monday, September 18, 2017, 3:30 pm.

Pam Suggs, Secretary