

## **Claiborne Parish Library Approved Board Meeting Minutes**

**Date:** Monday, January 27, 2025, 3:30 p.m.

**Location:** Multi-Purpose Meeting Room

### **Board Members Present:**

- Denice Owens
- Dwayne Woodard
- Sandra Hines
- Pam Suggs
- Frank Speer
- Trudy Clark

### **Board Members Absent:**

- Patricia Eddens Davis
  - Dianne Spigener
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### **1. Call to Order:**

- The meeting was called to order by Denice Owens, President of the Board.
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### **2. Election of Board Officers for 2025:**

- Frank Speer made a motion to keep the current officers for 2025 (same as 2024).
  - Motion seconded by Sandra Hines.
  - The motion passed unanimously.
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### **3. Approval of December 2024 Meeting Minutes:**

- Trudy Clark made a motion to approve the minutes from the December 2024 Board meeting.
  - Motion seconded by Frank Speer.
  - The motion passed unanimously.
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### **4. Unfinished Business:**

- The unfinished business was covered in the Library Director's Report.
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### **5. Library Director's Report:**

- **Haynesville Building Project:**

- Pam Suggs provided an update on the Haynesville building project. Mr. Coco, the architect, had drawn sketches of the building and floor plan, which were discussed.
  - The plumbing issue at the Haynesville Library was also addressed, specifically collapsed pipes. Repairs will involve chipping out concrete on the loading dock and dealing with a gas line in the alley. Connie's plumbing will provide an estimate.
  - The building repairs must be made before the property can be sold. In the meantime, the library staff is utilizing the bank facilities.
  - **Surplus Declaration of Capital One Bank Building:**
    - Pam Suggs discussed with the Board the matter of declaring that the Capital One Bank building be given the status of surplus, as requested by the Police Jury; doing so would allow the Police Jury to proceed with selling the building.
    - Frank Speer made a motion to declare the building surplus, notify the Police Jury in writing, and let them handle the sale according to public law.
    - Trudy Clark seconded the motion.
    - The motion passed unanimously.
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## 6. Financial Report:

- **Presented by Dwayne Woodard:**
    - Mr. Woodard reviewed the year-end budget for December 2024, noting that the financial figures were better than those from the end of 2023. While the library is on solid financial footing, expenditures need to be monitored closely.
  - **Authorization for Director to Code Bills:**
    - Frank Speer made a motion to authorize Pam Suggs to code the bills and submit them for payment each month to the Police Jury.
    - Sandra Hines seconded the motion.
    - The motion passed unanimously.
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## 7. Policy Handbook Approval for 2025:

- Sandra Hines made a motion to approve the policy handbook as is for 2025.
  - Frank Speer seconded the motion.
  - After a brief discussion regarding updates to the policy in 2024, the motion passed unanimously.
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## 8. Bank Reconciliations:

- **Fines Account Bank Reconciliations:**
    - Trudy Clark made a motion to approve the fines account bank reconciliations as presented.
    - Sandra Hines seconded the motion.
    - The motion passed unanimously.
  - Frank Speer initialized the bank statements.
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## 9. Training Reminder for 2025:

- Ethics training
  - Preventing sexual harassment training
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## **10. Meetings for 2025:**

- **Upcoming Meeting Dates:**
    - Monday, April 28, 2025, 3:30 p.m.
    - Monday, July 28, 2025, 3:30 p.m.
    - Monday, September 29, 2025, 3:30 p.m.
    - Monday, December 1, 2025, 3:30 p.m.
  - There was discussion about moving the April meeting time to 3:00 p.m. Pam Suggs will check with Patricia Edden Davis to see if the new time works for her.
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## **11. Adjournment:**

- With no further business, the meeting was adjourned at 4:15 p.m.
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## **Next Meeting:**

- **Date:** Monday, April 28, 2025
  - **Time:** 3:30 p.m. (Pending confirmation of time change)
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## **Respectfully Submitted:**

Pam Suggs, Secretary, Claiborne Parish Library Board of Control