

Claiborne Parish Library Board Meeting Minutes

Date: Monday, December 2, 2024, 3:30 p.m.

Location: Multi-Purpose Meeting Room

Board Members Present:

- Denice Owens
- Dwayne Woodard
- Sandra Hines
- Patricia Davis
- Dianne Spigener
- Pam Suggs

Board Members Absent:

- Frank Speer
- Trudy Clark

Call to Order:

Denice Owens, President of the Board, called the meeting to order.

Approval of September 2024 Meeting Minutes:

A motion was made by Dianne Spigener to approve the minutes of the September 2024 Board meeting.

Seconded by Sandra Hines.

The motion passed with all voicing "aye."

Unfinished Business:

None.

Financial Report:

Presented by Dwayne Woodard:

- **Amended 2024 Budget:** Mr. Woodard reviewed the amended budget line by line. After discussion, a motion was made by Dianne Spigener to approve the amended budget as presented.
Seconded by Patricia Davis.
The motion passed with all voicing "aye."
- **Salary Increases for 2025:** A proposal for 3% salary increases for 2025 was discussed. A motion was made by Patricia Davis to approve the proposed salary increases.
Seconded by Sandra Hines.
The motion passed with all voicing "aye."

- **Proposed 2025 Budget:** Mr. Woodard carefully reviewed the proposed 2025 budget. After a brief discussion, a motion was made by Dianne Spigener to approve the proposed 2025 budget as presented. Seconded by Patricia Davis. The motion passed with all voicing "aye."

Bank Reconciliations:

- **Fines Account Bank Reconciliations:** Patricia Davis made a motion to approve the fines account bank reconciliations as presented. Seconded by Sandra Hines. The motion passed with all voicing "aye."
- In the absence of Frank Speer, Treasurer, Dianne Spigener initialed the bank statements and reconciliations.

Training Reminder for 2025:

- All Board members completed the required Ethics and Preventing Sexual Harassment training for 2024.

Meetings for 2025:

- Monday, January 27, 2025, 3:30 p.m.
- 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.

Adjournment:

There being no further business, the meeting was adjourned at 4:30 p.m.

Next Meeting: Monday, January 27, 2025, at 3:30 p.m.

Respectfully Submitted:

Pam Suggs, Secretary, Claiborne Parish Library Board of Control