

## **Minutes**

### **Caldwell Parish Library Board of Control**

The Caldwell Parish Library Board of Control met at 10:00 AM Wednesday, Dec. 11, 2024 in the meeting room. All Members were in attendance.

The meeting was called to order by Mr. Hearn, with Mr. Yearby leading the invocation.

Prior minutes were read and the motion to approve was made by Mr. Yearby and seconded by Mr. Black.

Mr. Hearn discussed the establishment of the Salary Review Committee and their recommendation of creating an Assistant Librarian position to assist with administrative duties as needed. A motion to create this position was made by Mrs. Dannehl, and seconded by Mr. Yearby. The discussion continued to determine wages for the position. Mrs. Hartsfield informed the board of what other comparable libraries are paying assistant librarians. The motion to pay the new position \$16.00 per hour was made by Mrs. Childress, and seconded by Mr. Black.

#### **Financials**

Mrs. Hartsfield discussed the issues with the conversion from the old Quickbooks to the online version. It was not an easy conversion, but she is working with them to get it corrected.

Financials were reviewed and the motion to approve was made by Mrs. Chappell and seconded by Mr. Yearby.

#### **Director's Report**

Mrs. Hartsfield informed the board that the library was given 3 stationary bikes as part of the Read and Ride grant from LSU Ag and Living Well.

#### **Updates**

The Trailblazer trustee meeting was a huge success. It will be held in Concordia Parish in 2025.

Personnel changes were discussed. Due to cost of uniform shirts, Mrs. Hartsfield recommended that we modify the dress code to a name tag. Since the last meeting, Mrs. Darla McKee resigned for personal reasons. The motion to accept her resignation was made by Mrs. Parker and seconded by Mrs. Childress. Mrs. Hartsfield recommended Brayden Tomlinson for her position. the motion to approve was made by Mrs. Chappell and seconded by Mrs. Parker. The custodian we hired never showed, so Mrs. Hartsfield recommended hiring Lynette Sharp. The motion to approve was made by Mrs. Parker and seconded by Mrs. Childress.

### **New Business**

Mrs. Hartsfield recommended that Jeremy Simons should be promoted to the new position. He currently assists with most of the tasks involved. A motion to make Jeremy Simons the Assistant Librarian was made by Mrs. Chappell, and seconded by Mrs. Dannehl.

Mrs. Hartsfield presented the amended 2024 budget and discussed the changes. The motion to approve the budget was made by Mrs. Childress and seconded by Mrs. Dannehl.

Mrs. Hartsfield then presented the proposed 2025 budget. The SRC recommended a 3% Cost of Living Adjustment for the established staff to be effective January 1st. The staff hired in 2024 just received a \$.50 raise and the new position came with a raise, so they are not included in this recommendation. The motion for the COLA increase was made by Mrs. Childress, and seconded by Mr. Yearby.

The motion to approve the proposed 2025 budget with these salary changes was made by Mr. Black and seconded by Mrs. Childress.

The calendar for 2025 was set. We will meet: Feb. 12th, May 14th, Aug. 13th, and Dec. 10th

**The next board meeting is set for February 12th.**

With no further business, the meeting adjourned.

**Respectfully submitted:**

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**Tammi Hartsfield, Secretary**