

Caldwell Parish Library Board of Control
July 12, 2017 Minutes

The Caldwell Parish Library Board of Control met at 10:00 AM
Wednesday, July 12th in the Boardroom.

Members in attendance were: C. Braddock, S. Chappell, B. Clark, A.
Dannehl, C. Hearn, L. Peterson, T. Hartsfield

Absent: C. Thompson

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

Prior minutes were read. Motion to accept was made by Mrs. Dannehl and
seconded by Mrs. Peterson.

Financials were reviewed. The motion to accept was made by Mr. Hearn,
and seconded by Mrs. Chappell.

Director's Report

Mrs. Hartsfield gave updates on the library activities since last meeting.

- Summer Reading Program is going well .
- Offering an AARP Drive Safe course in August.

Updates:

- Mrs. Hartsfield has contacted 3 Library consultants for the expansion
project. She will have more to report at the next meeting.

New Business:

- Wi Fi concerns.
 - Mrs. Hartsfield reported the concern and solution to the
problem.

- Personnel
 - Mrs. Penny McDonald resigned effective July 6th. A Motion to accept the resignation was made by Mrs. Chappell and seconded by Mrs. Dannehl.
 - In reflection of the Audit meeting, Mrs. Hartsfield recommended transferring Ms. Delanea Beckley to Financial secretary. A Motion to accept the transfer was made by Mrs. Peterson and seconded by Mr. Hearn.
 - With these two changes, Mrs. Hartsfield recommended hiring two part-time employees:
 - Mrs. Paula Humphries for Youth Services and Desk Clerk, and Mrs. Kimberly Boyles for Desk Clerk.
 - A Motion to hire Mrs. Humphries was made by Mrs. Peterson and seconded by Mr. Hearn.
 - A Motion to hire Mrs. Boyles was made by Mrs. Chappell and seconded by Mrs. Dannehl. Mr. Braddock abstained from discussion. Mrs. Chappell called for the vote.
- Personnel Policy Manual
 - The board discussed several sections of the manual and determined more time would be needed for some sections. A Motion to approve the “Attitude and Conduct” and “Employee Personal Appearance” sections was made by Mr. Hearn and seconded by Mrs. Chappell. Each employee will receive 5 Library Polo shirts as part of the new dress code.

The next board meeting is set for Oct. 11th.

With no further business, Mrs. Chappell made a motion to adjourn the meeting. The motion was seconded by Mrs. Peterson. The meeting adjourned.

Respectfully submitted: _____
Tammi Hartsfield, Secretary