

**Calcasieu Parish Public Library  
BOARD OF CONTROL  
PERSONNEL COMMITTEE  
MINUTES**

**301 W. Claude Street**

**August 1, 2023**

**10:00 AM**

<p>Present</p> <p>Mr. E. Brent Washington, Chair</p> <p>Mr. Brent Cating</p> <p>Ms. Alice Danclar</p> <p>Dr. Dale Schanz</p> <p>Mr. Anthony Zaunbrecher, President, <i>ex officio</i></p>	<p>Absent</p> <p>none</p>
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Also, Ms. Marjorie Harrison, Library Director; Ms. Sheryl Chaisson, Associate Librarian for Collection and Computing Services; Mrs. Peggy Dupuis, Business Office Associate; Ms. Danielle McGavock, Associate Librarian for Public Service; Mr. Dwight Toland, Facilities Manager; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. E. Brent Washington, Chair called the meeting to order at 10:00 AM.
  - a. Mr. Cating pronounced the invocation.
  - b. Mr. Zaunbrecher led all present in the *Pledge of Allegiance*.

**A MOTION WAS MADE BY MR. CATING, SECONDED BY DR. SCHANZ, TO ADOPT THE AGENDA AS PRESENTED.  
THE MOTION CARRIED UNANIMOUSLY.**

2. Compensation Plan
  - a. Consideration of proposed pay increase (Employee Manual 5.2 A – Compensation). (see attached *Consumer Price Index, South Region – June 2023, 2024 PAY STRUCTURE-DRAFT 3%, Comparison Sheet CPPL/CPPJ/City of LC/Lafayette, One Year CPI Averages July 2022 – June 2023, 2024 Proposed Personnel, and REVENUE | 2023 | 2023 Revised PJ | 2024*)
    - i. Ms. Harrison began by explaining that senior staff look at the Consumer Price Index (CPI) and the estimated revenue from the Parish and pull it together to see what can be proposed and how it might fit in with the proposed budget. We looked at salaries and the pay structure scale and are proposing a three percent (3%) raise and a three percent (3%) pay structure increase.
    - ii. Ms. Harrison continued; we would also like to upgrade the Maintenance Technician from the current paygrade of 79 to 81. This would move the pay to be closer to what the Police Jury pays. The proposals fit into the budget and leave funds available to allocate for other things.
    - iii. Mr. Zaunbrecher questioned why that specific position was the only one being looked at for a paygrade revision.
    - iv. Ms. Harrison stated the Police Jury revised their Maintenance Technician pay at the end of last year. We now offer significantly less, and this would enable us to come closer to what they are offering.
    - v. Mr. Toland added, the Maintenance Technician position has been at fifty percent (50%) staff all year.

- vi. Mr. Washington declared that during the pandemic people stayed home and got paid. Since that time, the cost of living has gone up, but salaries haven't. It has become easier to work online, and I think we will still struggle with hiring, because everyone is.
- vii. Dr. Schanz added we are going through a time of what is called quiet quitting. People, as a society, are not staying in their jobs right now.
- viii. Mr. Cating indicated we will need to look ahead every year, and suggested we look at four or five libraries as a comparison.
- ix. Mr. Washington noted, as we look forward, we need to make sure we keep our staff at a point where we can keep this up; we may need to shift our structure in order to keep competitive.
- x. Ms. Danclar asked if we are doing exit interviews and, if so, have we compiled any data.
- xi. Ms. Harrison explained the exit interview is mailed to the employee after they have left. In the past they were done in person, but we've found people are more likely to put it on paper, rather than face to face. Adding, people are not only leaving the library in Calcasieu Parish, but they are also leaving the library field as a whole.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MS. DANCLAR, TO RECOMMEND TO THE FINANCE COMMITTEE TO ACCEPT THE PROPOSED PAY SCALE INCREASE OF THREE PERCENT (3%) AND THE PROPOSED PAY INCREASE OF THREE PERCENT (3%) FOR COST OF LIVING FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES. THE MOTION CARRIED UNANIMOUSLY.**

### 3. Employee Manual

- a. Report on the status of the Employee Manual review.
  - i. Ms. Harrison explained, the Employee Manual is the library's Personnel Policy, or HR Policy. The entirety of the policy is related to library staff, and therefore would come to the Personnel Committee instead of the Library Services, Resources, and Policies Committee. We have been working on the policy and have three quarters (¾) of it finished. If the Committee starts the review process this year, I would like to keep the Committee the same next year.
  - ii. Mr. Washington said if it may not be done until December, then it would not come to the Committee until January 2024. If we look at the pieces of the policy that need to be updated now, those things of priority could come to the Committee separate from the whole.
  - iii. Ms. Harrison agreed that there are a few things of high priority, and the majority of the rewrites are mostly for clarification.
  - iv. Mr. Cating asked if there are critical changes to be made.
  - v. Mr. Washington stated there are somethings that are set up in the policy in such a way as to potentially cause problems moving forward. Those items could be addressed first.
  - vi. Ms. Harrison indicated she could pull out a few specific sections of the policy for revision and approval before the entire policy has been rewritten.

### 4. Performance Appraisal Policy

- a. Clarification of the Performance Appraisal Policy. (see attached 3.14 *PERFORMANCE APPRAISAL*)



- i. Ms. Harrison explained that section 3.14 is the section of the Employee Manual dealing with the Performance Appraisal Policy. We currently utilize a Performance Management System by which we apply competencies and goals to an employee.
- ii. The person evaluating provides a score, and they add a comment explaining why. There is also a spot for the employee to comment. Three (3) is meets expectations, so if they fall below that they are put on a Performance Improvement Plan.
- iii. In most cases it is only one area, so they will make a plan on that one area. The policy references the Performance Improvement Plan. There is a probationary period of ninety (90) days, and at the end of that time there is an evaluation.
- iv. Mr. Zaunbrecher asked if there are stop gaps written into the improvement plan to check on progress.
- v. Ms. Harrison explained Performance Improvement Plans are very specific.
- vi. Mr. Zaunbrecher questioned if employees are given the appraisal information when they are hired.
- vii. Ms. Harrison clarified; the employee is given the Employee Manual when they are hired, which contains this information. They and their direct supervisor come up with their goals together.
- viii. Ms. Chaisson added, they also have a check in at the two week and thirty-day mark, to make sure they know what is expected.

#### 5. Library Director Performance Appraisal

##### a. Review and distribute performance appraisal form. (see attached *Library Director Performance Appraisal*)

- i. Mr. Zaunbrecher commented that the form looks very thorough.
- ii. Ms. Harrison explained the reason for the new form comes from a request from a former Personnel Committee, they wanted to have something more specific to the role of Library Director.
- iii. Mr. Cating stated he felt like they need to have time to look at comments and come back later as a committee.
- iv. Mr. Washington explained the intent behind presenting the form at this meeting was to let the committee see the form before it is time to do the evaluation in case there were any questions.
- v. Mr. Zaunbrecher said it is all going to be subjective to the committee until we sit down and discuss it together.
- vi. Mr. Washington proposed that the Board President have the ability to provide information that says what Ms. Harrison has done; it gives us information we don't have readily available. He clarified, Ms. Harrison's relationship with Board we know, but with outside entities we don't know. There needs to be some documentation so we can provide a holistic evaluation. We need to be able to articulate why we gave her the score we did; we want to make sure we give a fair evaluation.
- vii. Mr. Cating stated the report she does every month could be part of the basis for why the Committee gave her the score it did.
- viii. Ms. Harrison added that every year is different, the Board President definitively know things, and that is the person who would have the most information for that year.
- ix. Mr. Washington stated that is why he thinks the President should be involved in the evaluation and requested Ms. Harrison look at the Library

Board bylaws and Policy concerning the Directors' evaluation, to see if the policy needs to be rewritten to include the Board President in the Personnel Committee.

- b. Set the date for the Library Director's appraisal.
  - i. There was discussion.
  - ii. The Committee will meet at the beginning of October.
- 6. Anything else to come before the committee?
  - a. Dr. Schanz suggested creating a form employees could fill out to rate their supervisors. Which would let the supervisor know what their staff felt was good, mediocre, or not good, about the way they handle things.
  - b. Mr. Washington agreed, adding that it would not necessarily need to be a policy, but more of a way to let the supervisor know what the employees feel they need from them or how they may be able to help the employee be more successful.

7. Adjournment

**A MOTION WAS MADE BY MR. CATING, SECONDED BY DR. SCHANZ, TO ADJOURN THE MEETING.**

The meeting adjourned at 11:20 AM

APPROVED



Marjorie Harrison, Secretary