

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

301 W. Claude Street

November 9, 2023

11:00 AM

The Personnel Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, November 9, 2023, at 11:00 AM. Mr. E. Brent Washington, Chair, presided.

Present

Mr. E. Brent Washington, Chair
Mr. Brent Cating
Ms. Alice Danclar
Dr. Dale Schanz

Absent

Mr. Anthony Zaunbrecher, *ex-officio*

Also: Ms. Marjorie Harrison, Library Director; Mr. Tommy Quirk, Legal Liaison; Ms. Angela Stutes, Human Resources Director; and Ms. Karen Daigle, Recorder.

1. Call to Order – Mr. Washington, Chair
2. Adoption of the Agenda

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

3. Employee Manual Policy Updates

- a. Ms. Harrison explained the four policies are sections we felt were priorities and needed to be addressed before the full manual review next year.
- b. Section 3.6 New Hires/Introductory Period (see attached 3.6 *NEW HIRES/INTRODUCTORY PERIOD*)
 - i. Mr. Cating asked if the changes presented are to remove G replacing it with H. Making it the new G.
 - ii. Mr. Harrison indicated he is correct.
 - iii. Mr. Washington asked if D means they will immediately begin termination proceedings or is there anything before termination.
 - iv. Ms. Harrison stated we work with them; this clarifies that we don't necessarily have to wait until the end of the period to say it's not working.
 - v. There was discussion concerning the difference between newly hired employees, and newly promoted employees.
 - vi. Mr. Washington indicated there needed to be clarification that there are two different kinds of introductory periods.
 - vii. Ms. Stutes replied that changing the language to probationary instead of introductory for newly promoted employees would clarify.

A MOTION WAS MADE BY MR. CATING, SECONDED BY DR. SCHANZ, TO RECOMMEND TO THE FULL BOARD APPROVAL OF THE PROPOSED REVISIONS TO SECTION 3.6 OF THE EMPLOYEE MANUAL WITH ADDITIONAL REVISIONS TO INCLUDE THE FOLLOWING:

- **3.6 F CHANGE INTRODUCTORY TO PROBATIONARY**
- **3.6 G CHANGE INTRODUCTORY TO INTRODUCTORY/PROBATIONARY.**

THE MOTION CARRIED UNANIMOUSLY

- c. Section 4.6 Safety/Reporting of Injury (see attached 4.6 *SAFETY/REPORTING OF INJURY*)
- i. Ms. Harrison explained this wording was already in the drug and alcohol section. We found that, because staff refer to this section for accidents, that at times they were not doing this. We needed to put the sections together to help ensure staff follow the proper procedures.
 - ii. Mr. Cating asked if this was a completely new section being added.
 - iii. Ms. Harrison explained section 4.6 F, Post-Accident Testing, was copied from Section 4.3 J.4.

**A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MS. DANCLAR, TO RECOMMEND TO THE FULL BOARD APPROVAL OF THE REVISIONS TO SECTION 4.6 OF THE EMPLOYEE MANUAL.
THE MOTION CARRIED UNANIMOUSLY.**

- d. Section 4.26 Disciplinary Procedures (see attached 4.26 *DISCIPLINARY PROCEDURES*)
- i. Ms. Harrison explained under 4.26.4 the referral to Section 4.25 C was added under advice of legal counsel.
 - ii. Ms. Stutes noted that almost any infraction can be referred back to Section 4.25 C, and it does specifically state it is not all inclusive.
 - iii. Ms. Danclar questioned the wording at the beginning of 4.26 C.3.b and 4.26 C.3.c to understand the difference between the two phrases.
 - iv. There was discussion about the difference between discipline and good discipline. The committee felt wording was unnecessary and confusing as it was written.
 - v. Mr. Cating asked why the final sentences of Section 4.26 C 4 were being removed.
 - vi. Ms. Harrison clarified that there were numerous reasons. Primarily, because the way it was written puts library staff in the position of having to judge others employment status. After talking with Mr. Quirk, it was best to remove it.
 - vii. Mr. Washington added that it didn't work; you can't get anyone to serve on an appeal panel.
 - viii. Dr. Schanz expressed concern regarding the removal of the appeal process.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MS. DANCLAR, TO RECOMMEND TO THE FULL BOARD, APPROVAL OF THE REVISIONS TO SECTION 4.26 OF THE EMPLOYEE MANUAL WITH ADDITIONAL REVISIONS TO INCLUDE THE FOLLOWING:

- **4.26 B.2 REMOVAL OF THE WORD THUS**
- **4.26 C.3.c. REMOVAL OF THE WORDS IN THE INTEREST OF DISCIPLINE**
- **4.26 C.3.d. REMOVAL OF THE WORDS IN THE INTEREST OF GOOD DISCIPLINE.**

**MR. CATING AND MS. DANCLAR VOTED IN FAVOR OF THE MOTION, DR. SCHANZ VOTED AGAINST.
THE MOTION CARRIED BY MAJORITY VOTE.**

- ix. Ms. Stutes requested elimination of the right to appeal verbiage in Section 3.6, since it was removed from 4.26.
- x. Mr. Washington agreed it no longer needed to be in Section 3.6 as with these updates there is no longer an appeal process.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MRS. DANCLAR, RECOMMEND TO THE FULL BOARD, REMOVAL OF THE LAST SENTENCE FROM SECTION 3.6 D.

MR. CATING AND MS. DANCLAR VOTED IN FAVOR OF THE MOTION, DR. SCHANZ VOTED AGAINST.

THE MOTION CARRIED BY MAJORITY VOTE.

e. Section 6.2 Holidays (see attached *CPPL DRAFT REVISED*)

- i. Ms. Harrison explained that library staff typically come to the Board on various occasions to update the calendar, since our holiday policy does not match other holiday policies in the parish. We looked at Police Jury policy and recommended using similar language. Adding, that in section 6.2.C it says "most" because sometimes it does not work that way. In the past we have followed our policy exactly as it is written, now our policy would be more in line with the parish's policy.
- ii. There was discussion about the weekend of Easter. All branches would be closed on Good Friday and Easter Sunday, but only Good Friday would be a compensated holiday. Library branches that are normally open on Saturday would be open on the Saturday between Good Friday and Easter Sunday, and closed on Easter Sunday. Easter Sunday would be a library closure, but not a compensated holiday.

A MOTION WAS MADE BY DR. SCHANZ, SECONDED BY MS. DANCLAR, TO RECOMMEND TO THE FULL BOARD, APPROVAL OF THE REVISIONS TO SECTION 6.2 OF THE EMPLOYEE MANUAL.

THE MOTION CARRIED UNANIMOUSLY.

4. Annual Performance Evaluation of Library Director

- i. Mr. Washington stated they were to complete the evaluation with input from the Board President, but since he was unable to attend, they will reschedule the evaluation in order to evaluate the director fairly.

A MOTION WAS MADE BY MR. CATING, SECONDED BY MS. DANCLAR, TO POSTPONE THE PERFORMANACE EVALUATION OF THE LIBRARY DIRECTOR.
THE MOTION CARRIED UNANIMOUSLY.

5. Anything else to come before the committee – There was nothing at this time.

6. Adjournment

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

The meeting ended at 12:00 PM

APPROVED


Marjorie Harrison, Secretary