

Calcasieu Parish Public Library

Board of Control

Personnel Committee Meeting Minutes

The Personnel Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, September 3, 2026, at 10:15 AM. The meeting was held at Central Library located at 301 W. Claude Street, Lake Charles, LA 70605. Dr. Dale B. Schanz presided.

1. Attendance
 - a. Present members: Dr. Dale B. Schanz; Mr. J. Hardtner Klumpp; Mrs. Jassaland Kelly-Demease
 - b. Absent members: Mr. E. Brent Washington, Chair
 - c. Guests and Staff: Gay Cain, Executive Director; Peggy Dupuis, Business Office Associate; Angela Kramer, Human Resources Director; and Karen Daigle, Recorder
2. Call to Order – The meeting was called to order by Dr. Schanz at 10:15 AM.
3. Compensation Plan
 - a. Consideration of proposed pay increase (Employee Manual 5.2 A – Compensation)
 - i. Dr. Schanz turned the meeting over to Ms. Cain.
 - ii. Ms. Cain explained that the recommendation before the committee is a four percent (4%) cost-of-living increase for all CPPL employees based on the Consumer Price Index (CPI) which has trended upward since March 2026, and a three percent (3%) shift in the pay scale. An alternate scenario is a two percent (2%) pay scale shift along with the recommended cost-of-living increase.
 - iii. Ms. Cain explained the need to remain competitive in the local job market to attract and retain quality employees. The 2% and 3% pay scale shifts would push the Library's minimum salary to \$15.06/hour and \$15.20/hour respectively, reaching CPPL's goal of a minimum starting hourly salary of at least \$15. Because staff are the Library's biggest asset, the 3% pay scale shift is recommended.
 - iv. Ms. Cain added that the 4%+3% recommendation translates to 53% of the Library's total projected revenue for 2027 being dedicated to personnel costs which is below the State Library of Louisiana's recommendation that 60% of a Library's budget be allocated for personnel.

A MOTION WAS MADE BY MR. KLUMPP, SECONDED BY MRS. KELLY-DEMEASE, TO RECOMMEND TO THE FINANCE COMMITTEE TO ACCEPT THE PROPOSED PAY INCREASE OF FOUR PERCENT (4%) FOR COST OF LIVING AND THE PROPOSED PAY SCALE INCREASE OF THREE PERCENT (3%) FOR ALL CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEES EFFECTIVE AS OF THE PAY PERIOD BEGINNING DECEMBER 20, 2026.

THE MOTION CARRIED UNANIMOUSLY.

4. Anything else to come before the Board.
 - a. Dr. Schanz asked about flexibility in minimum educational requirements per position and corresponding pay scale adjustments.

- b. Ms. Cain stated that Human Resources is evaluating education requirements for various positions and considering equivalencies based on experience plus education.

5. Adjournment

**A MOTION WAS MADE BY MR. KLUMPP, SECONDED BY MRS. KELLY-DEMEASE, TO
ADJOURN THE MEETING.
THE MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 10:32 AM

APPROVED



Gay Cain, Secretary