

Calcasieu Parish Public Library
BOARD OF TRUSTEES
PERSONNEL COMMITTEE
MINUTES

301 West Claude Street

January 24, 2018

2:00 p.m.

The Personnel Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Wednesday, January 24, 2018, at 2:00 p.m., at the Central Library. Mrs. Willie Mount, Chair, presided.

Present	Absent
Mrs. Willie Mount, Chair	None
Mr. Paul Arnold	
Mr. Brent Cating	
Ms. Alice Danclar	
Mrs. Laura Richardson	
Dr. Dale Schanz	

Also: Ms. Marjorie Harrison, Library Director; Mrs. Christy Comeaux, Public Information Officer; Mrs. Peggy Dupuis, Business Manager; Ms. Angela Stutes, Human Resources Director; and Mr. David Comeaux, Recorder.

1. Call to Order – Mrs. Mount, Chair

2. Review the Employee Manual

- a. Approval of suggested revisions from October 11, 2017 meeting – at the previous meeting, the Committee reviewed the proposed Employee Manual, and recommended further review and editing of three items (see attached entitled *Personnel Committee Employee Manual Proposed Revision*). The attachment includes comments from Legal Counsel. (See attached entitled *Proposed Revisions*). This attachment shows the proposed changes in the manual.

Under item 3.5 – Hiring Process, number 4, the Committee recommended adding the phrase *by Human Resources and appropriate personnel*.

The Committee agreed to all the recommendations of staff and legal counsel.

A MOTION WAS MADE BY DR. DALE SCHANZ AND SECONDED BY MS. ALICE DANCLAR, TO SUBMIT THE 2018 PERSONNEL POLICY TO THE FULL BOARD. THE MOTION PASSED UNANIMOUSLY.

3. Anything else to come before the Committee – Mr. Arnold, as outgoing President of the Board, submitted his performance review (in letter form) of the Director.

4. Adjournment –

A MOTION WAS MADE BY MS. ALICE DANCLAR AND SECONDED BY DR. DALE SCHANZ, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 2:30 p.m.

APPROVED:


Marjorie Harrison, Secretary