

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

Carnegie Memorial Library  
411 Pujot Street, Lake Charles

November 8, 2018

10:00am

The Personnel Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, November 8, 2018 at 10:00 a.m., at the Carnegie Memorial Library, Mrs. Willie Mount, Chair presided.

Present  
Mr. Brent Cating, Board President  
Mrs. Laura Richardson  
Mrs. Willie Mount  
Dr. Dale Schanz

Absent  
Mrs. Alice Danclar

Also: Ms. Marjorie Harrison, Library Director; Mrs. Pam B. Edwards, Associate Librarian, Public Services; Ms. Angela Stutes, Human Resources Director; Ms. Karen Daigle, Recorder

1. Call to Order – Mrs. Mount, Chair
2. Presentation of Performance Pro by Human Resources Director, Angela Stutes
3. Annual performance evaluation of the Library Director.
  - a. There was discussion regarding Ms. Marjorie Harrison's annual appraisal; Ms. Harrison declined the right to open session.

**A MOTION WAS MADE BY MRS. RICHARDSON AND SECONDED BY DR. SCHANZ TO GO INTO EXECUTIVE SESSION PURSUANT TO LOUISIANA REVISED STATUTE 42:17(A)(1), TO DISCUSS PERSONNEL MATTERS RELATING TO MS. MARJORIE HARRISON. THE MOTION CARRIED UNANIMOUSLY.**

Executive session began at 10:31 a.m.

**A MOTION WAS MADE BY MRS. RICHARDSON AND SECONDED BY DR. SCHANZ TO RECONVIENE TO OPEN SESSION.**

4. Reconvene to open session at 1:19 p.m.

**A MOTION WAS MADE BY DR. SCHANZ AND SECONDED BY MRS. RICHARDSON TO RECOMMEND TO THE CALCASIEU PARISH PUBLIC LIBRARY BOARD OF CONTROL THAT THE PERFORMANCE APPRAISAL OF MS. HARRISON HAS BEEN COMPLETED AND THE PERSONNEL COMMITTEE HAS RATED HER HIGHLY EFFECTIVE. THE MOTION CARRIED UNANIMOUSLY.**

5. There was nothing else to come before the committee at this time.
6. The meeting adjourned at 1:26 p.m.

APPROVED:

  
Marjorie Harrison, Secretary