

**Calcasieu Parish Public Library
PERSONNEL COMMITTEE
Minutes**

301 West Claude Street

July 18, 2019

9:30 a.m.

The Personnel Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, July 18, 2019 at 9:30 a.m., at the Central Library. Dr. Dale Schanz, Chair, presided.

Present	Absent
Dr. Dale Schanz, Chair	none
Mr. Paul Arnold	
Ms. Alice Danclar	
Mrs. Laura Richardson	
Mr. E. Brent Washington, Ex-officio	

Also: Ms. Marjorie Harrison, Library Director; Mrs. Peggy Dupuis, Business Manager; Mrs. Pamela B. Edwards, Associate Librarian for Public Services; Ms. Angela Stutes, Human Resources Director; Mr. David Comeaux, Facilities Manager; and Ms. Karen Daigle, Recorder-in-training.

1. Call to Order – Mr. Paul Arnold, acting Chair
 - a. Dr. Dale Schanz, Chair, was present in absentia, via telephone

2. Compensation Plan
 - a. Consideration of proposed pay increase (Employee Manual 5.2 A – Compensation)
 - i. Ms. Harrison discussed the consumer price index, past salary increase approvals, financial report estimates, and a proposed increase cost for budget. After reading Section 5.2A – Compensation, from the *Employee Manual* to the Committee and discussion, Ms. Harrison proposed an increase of three (3) to four (4) percent. Ms. Harrison stated that all Police Jury employees receive an established amount one point five (1.5) percent annually. The one point five (1.5) percent increase may be doubled if an employee meets or exceeds expectations in their performance review, for a total of three (3) percent. In addition, Ms. Harrison discussed other library systems in the state, with populations similar to Calcasieu Parish, pointing out that Calcasieu’s salary ranges are comparable.

A MOTION WAS MADE BY MR. ARNOLD, TO GIVE A FOUR (4) PERCENT ACROSS THE BOARD RAISE TO ALL EMPLOYEES. THE MOTION FAILED FOR LACK OF A SECOND.

A MOTION WAS MADE BY MS. DANCLAR, AND SECONDED BY MRS. RICHARDSON, TO GIVE THE EMPLOYEES A FIVE (5) PERCENT INCREASE FOR THE NEXT YEAR. THE MOTION PASSED. MS. DANCLAR AND MRS. RICHARDSON VOTED IN FAVOR OF THE MOTION. MR. ARNOLD VOTED AGAINST THE MOTION.

There were no public comments.

3. Timeline and process for the library director’s annual review.

- a. Human Resources will pass out templates for the review and go over the timeline and process
 - i. Ms. Stutes distributed a copy of last years' performance appraisal to members of the Committee, as well as a blank copy of the appraisal for this year showing the Director's Goals and Competencies. In addition, she discussed the changes to the review this year, including the addition of the Library's Core Values from the new Strategic Plan, and addressed questions from members of the Committee.
 - ii. The Committee will meet in November, prior to the Library Board of Control meeting, for Ms. Harrison's performance evaluation. Dr. Schanz requested Library administrative personnel send a range of dates and times to each Committee member to schedule the November meeting.

4. Anything thing else to come before the Committee – there was no additional business.

5. Adjournment

**A MOTION WAS MADE BY MS. DANCLAR, SECONDED BY MR. ARNOLD TO
ADJOURN THE MEETING. THE MOTION PASSES UNANIMOUSLY**

The meeting adjourned at 10:30 a.m.

APPROVED:


Marjorie Harrison, Secretary