

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

**Sulphur Regional Library
1160 Cypress Street, Sulphur**

November 14, 2019

11:00 a.m.

The Personnel Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Thursday, November 14, 2019 at 11:00 a.m., at the Sulphur Regional Library. Dr. Dale Schanz, Chair, presided.

Present
Dr. Dale Schanz
Mrs. Laura Richardson, Vice President
Ms. Alice Danclar

Absent
Mr. Paul Arnold
Mr. E. Brent Washington, President, Ex Officio

Also: Ms. Marjorie Harrison, Library Director; Ms. Angela Stutes, Human Resources Director; and Ms. Karen Daigle, Recorder.

1. Call to Order – Dr. Dale Schanz, Chair

A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MS. DANCLAR TO AMMEND THE AGENDA TO ADD TO THE AGENDA 4. VETERANS DAY HOIDAY. THE MOTION CARRIED UNANIMOUSLY

2. Annual performance evaluation of library director.

- a. There was discussion regarding Ms. Marjorie Harrisons annual performance evaluation; Ms. Harrison declined the right to open session.

A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MS. DANCLAR 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 11:16 a.m.

3. Executive session ended at 1:23 p.m. Dr. Schanz, Chair, called the regular meeting to order.

- a. There was discussion regarding the Committee or Board's ability to log into Performance Pro to input the information into Ms. Harrison's review. Ms. Stutes stated she will see how it can be done in the future.

A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MS. DANCLAR, TO BRING THE COMMITTEE EVALUATION RESULTS TO THE BOARD FOR APPROVAL. THE MOTION PASSED UNANIMOUSLY.

4. Veterans Day Holiday

A MOTION WAS MADE BY MS. DANCLAR, SECONDED BY MRS. RICHARDSON, TO RECOMMEND TO THE BOARD, CONSIDERATION TO AMEND SECTION 6.2.A OF THE CALCASIEU PARISH PUBLIC LIBRARY EMPLOYEE MANUAL TO INCLUDE VETERANS DAY IN THE LIST OF HOLIDAY CLOSURES. THE MOTION PASSED UNANIMOUSLY.

5. Anything else to come before the committee – there was nothing at this time.
6. Adjournment

A MOTION WAS MADE BY MRS. RICHARDSON, SECONDED BY MS. DANCLAR, TO ADJURN. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 1:30 p.m.

APPROVED



Marjorie Harrison, Secretary