

**Calcasieu Parish Public Library
PERSONNEL COMMITTEE
MINUTES**

**301 W. Claude Street
DeBakey Meeting Room**

July 6, 2020

10:00 a.m.

The Personnel Committee of the Calcasieu Parish Public Library BOARD OF CONTROL met on Monday, July 6, 2020 at 10:00 AM at the Central Library. Ms. Alice Danclar, Chair, presided.

Present
Ms. Alice Danclar, Chair
Mr. Anthony Zaunbrecher
Mr. Paul Arnold
Mrs. Laura Richardson, *Ex-officio*

Absent
Dr. Dale Schanz

Also: Ms. Marjorie Harrison, Library Director; Mrs. Tammy Duhon, Human Resources Assistant; Mrs. Peggy Dupuis; Business Office Associate; Mrs. Pamela B. Edwards; Associate Librarian for Public Services; Mrs. Missi Felio, Webmaster; and Ms. Karen Daigle, Recorder.

1. Call to Order – Ms. Alice Danclar, Chair
2. Compensation Plan
 - a. Consideration of proposed pay increase (Employee Manual 5.2A -Compensation) (see attached *Consumer Price Index, South Region – May 2020; 2021 Proposed Personnel; and Revenue*)
 - i. Ms. Harrison pointed to the Consumer Price Index, South Region chart, 2021 Proposed Personnel, and Revenue documents. The 2021 Proposed Personnel documents show a three percent (3%) pay increase.
 - ii. There was discussion.

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. ZAUNBRECHER, TO RECOMMEND, TO THE FINANCE COMMITTEE, ALL CALCASIEU PARISH PUBLIC LIBRARY EMPOLYEEES RECEIVE A THREE PERCENT (3%) PAY INCREASE.

THE MOTION CARRIED UNANIMOUSLY

There were no public comments.

3. Investigative proceedings regarding allegations of misconduct
 - a. Adjourn to executive session pursuant to R.S.42:17(A)(4)

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. ARNOLD, TO ADJOURN TO EXECUTIVE SESSION PURSUANT TO LOUISIANA REVISED STATUTE 42:17(A)(4).

THE MOTION CARRIED UNANIMOUSLY.

Executive session began at 10:26 a.m.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. ARNOLD, TO RECONVENE.

The Meeting at reconvened at 11:26 a.m.

4. Discussion of the character, professional competence, or physical or mental health of a person
 - a. Adjourn to executive session pursuant to R.S.42:17(A)(1)

A MOTION WAS MADE BY MR. ARNOLD, SECONDED BY MR. ZAUNBRECHER, TO ADJOURN TO EXECUTIVE SESSION PURSUANT TO LOUISIANA REVISED STATUTE 42:17(A)(1).

THE MOTION CARRIED UNANIMOUSLY.

Executive session began at 11:27 a.m.

A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. ARNOLD, TO RECONVENE.

The Meeting reconvened at 11:48 a.m.

5. Report and recommendations from Pat Wagner, Library Management Consultant, regarding internal communication, staffing levels, and organization structure per Strategic Plan 2019-2024 organizational competency initiatives:
 - Initiative 2.1 – Develop a plan to improve internal communication and foster open communication among departments
 - Initiative 7.2 – Review staffing levels and organization structure and make recommendations for change
 - a. Ms. Harrison shared the report and Ms. Wagner's recommendations with the Personnel Committee. (see attached *Pat WagnerReportJan62020*; and *Cheat_Sheets*)
 - b. There was discussion.
 - c. Ms. Harrison will send Ms. Wagner's report and recommendations to the Full Board.
6. Anything else to come before the committee – there was nothing at this time.
7. Adjournment

**A MOTION WAS MADE BY MR. ZAUNBRECHER, SECONDED BY MR. ARNOLD, TO ADJOURN.
THE MEETING WAS ADJURED BY GENERAL CONSENSUS.**

The meeting adjourned at 11:57 AM

APPROVED


Marjorie Harrison, Secretary