

**Beauregard Parish Library  
Board of Control  
Pay Scale Committee Meeting  
Minutes**

July 26, 2017

The Pay Scale Committee of the Beauregard Parish Library's Board of Control met in open session on the afternoon of July 26, 2017 at 205 S. Washington St. in DeRidder, LA. Present were Molly Poe, Jo Blankenship, and Angela Lannen, presiding, as well as Erin Chesnutt. Absent were Tranquil Crosby and Elizabeth Brasseaux.

Lannen brought the meeting to order at 4:53 PM and noted that there were no members of the public present.

Moving to the next agenda item, Chesnutt announced that the previously approved mid-year pay increases for all staff members had been implemented as of July 3, 2017.

Next, Chesnutt led a discussion on the origin of the proposed new pay scales, the proposed rates of increase, the allocation method used to factor staff placement on said scales, exempt employees versus non-exempt and plans for how to convert pay rates from the existing scale to the proposed scale.

Chesnutt outlined expectations of all employees, excluding the director, that would lead to annual pay increases of 0%, 2%, or 2.5%. Discussion yielded some clarification and minor revision of the wording. After additional discussion, the committee proposed which performance evaluation levels would yield a pay decrease, no increase, 1%, 2%, or 2.5% increase for the director.

Lannen moved to accept the proposed pay scales, allocation factors, conversion plan and supporting documents. Blankenship seconded and the motion passed unanimously. Poe then moved to accept the revised levels of performance for general staff pay increases and for the director a 1% increase for a "satisfactory" evaluation, a 2% increase for "exceeding satisfaction," and 2.5% increase for "outstanding" performance. Blankenship seconded and the motion carried unanimously. The committee requested Chesnutt supply the scales & supporting documents to the board at next week's meeting.

With no other business to discuss, Blankenship moved to adjourn, Poe seconded and the motion passed, adjourning the meeting at 5:31 PM.

Respectfully submitted,

Erin N. Chesnutt, MLIS  
Secretary to the Board