

Port Colborne Public Library Board

MINUTES of the CEO Hiring and Transition Committee Meeting

Date: Wednesday, September 8, 2023
Time: 11:00 a.m.
Location: Auditorium, Port Colborne Public Library
310 King Street, Port Colborne

Members Present: M. Cooper, Board Chair (ex-officio)
B. Ingram, Board Vice-Chair
C. MacMillan

Staff Present: S. Therrien, Chief Executive Officer, Committee Secretary
(ex-officio)

1. Call to Order

Board Chair M. Cooper called the first meeting of the ad Hoc CEO Hiring and Transition Committee meeting to order at approximately 11:00 a.m.

2. Adoption of the Agenda

Moved by: B. Ingram
Seconded by: C. MacMillan

That the agenda be approved, as presented.

CARRIED

3. Declaration of Conflict of Interest

Nil.

4. Election of Chair and Vice-Chair

The Board Chair called for nominations for the position of Committee Chair.

Bryan Ingram volunteered. There being no other nominations, B. Ingram was

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acclaimed as Committee Chair.

CARRIED.

The Committee Chair called for nominations for Vice-Chair. Cheryl MacMillan volunteered. There being no other nominations, C. MacMillan was acclaimed as Committee Vice-Chair.

CARRIED.

5. New Business

5.1. Terms of Reference

The Committee reviewed the Terms of Reference approved by the Library Board on September 6, 2023.

5.2. Meeting Schedule

Due to the timeline to hire a new CEO, the Committee will meet weekly on Fridays at 11:00, or more frequently as required.

5.3. CEO Job Description and Recruitment

The Committee reviewed the draft CEO job description and made recommendations for changes.

The Committee discussed creating a profile for the CEO position, and directed the CEO to reach out to City HR for a template.

The Committee discussed the timeline for recruitment and directed the CEO to reach out to Human Resources for advice.

6. Adjournment and Date of the Next Meeting

The next meeting will be held Friday, September 15, 2023, at 11:00 a.m. at the Port Colborne Public Library.

The meeting was adjourned at 12:15 p.m.