

MINUTES of the CEO Hiring and Transition Committee Meeting

Date: Wednesday, September 15, 2023
Time: 11:00 a.m.
Location: Auditorium, Port Colborne Public Library
310 King Street, Port Colborne

Members Present: B. Ingram, Committee Chair
C. MacMillan, Committee Vice-Chair

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

Regrets: M. Cooper, Board Chair (ex-officio)

1. Call to Order

Committee Chair (the Chair) B. Ingram called the meeting to order at approximately 11:07 a.m.

2. Adoption of 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. Approval of Minutes

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

Port Colborne Public Library Board

That the minutes of the September 8, 2023 CEO Hiring and Transition Committee be approved, as presented.

CARRIED.

5. Staff Updates

5.1. Job Description and Job Profile

Members reviewed the updated job description and made revisions. The Committee will approve the final version at its next meeting when all members are present.

Members discussed the format and content of a job profile. The Committee will approve the final version at the next meeting when all members are present.

5.2. Recruitment Timeline

The CEO advised the Committee of the timeline recommended by HR to fill the position in January 2024. The position will be posted no later than September 25, 2023.

6. New Business

6.1. The Chair will send an email asking members to submit suggestions for interview questions. The Chair asked the CEO to investigate interview questions used by other Boards and to bring these to the next meeting.

6.2. The CEO will contact HR on behalf of the Committee to discuss the recruitment process further, and will provide a report at the next meeting.

7. Adjournment and Date of the Next Meeting

The next meeting was scheduled for Tuesday, September 19, 2023, at the Port Colborne Public Library. The meeting time will be determined.

The meeting was adjourned at 12:08 p.m.