

ST. CATHARINES PUBLIC LIBRARY BOARD

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The St. Catharines Public Library provides spaces, resources, and experiences for all citizens to learn, grow and connect.

CEO EVALUATION COMMITTEE MEETING

Tuesday, July 13, 2021, 3:00 pm
Microsoft Teams

MINUTES

Present: H. Findlay (Board Chair) F. Sheikh (Board Vice-Chair)
Councillor L. Littleton K. Su (CEO & Secretary)

Guests: None

The CEO Evaluation Committee meeting started at 3:01 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
None

1.2 Adoption of Agenda
THAT the Agenda be adopted.

2. Chair's Remarks and Declarations of Interest

The Board Chair gave an update on access to SharePoint and indicated that working on shared files may not happen until September, so the committee members may still need to email files in July and August.

3. Discussion

3.1 CEO Evaluation Policy Review – CEO Evaluation Committee (attachment)

The CEO Evaluation Committee received a copy of the existing CEO Evaluation Policy and decided to discuss the following topics:

- Review the CEO job description
- Review the CEO Evaluation Policy, timeline and mechanism of the evaluation
- CEO Compensation
- Getting HR involved in future committee meetings

Review the CEO job description

The CEO and the HR Specialist have made some revisions to the CEO job description due to the recent restructuring.

Action: The CEO will share a revised copy of the CEO job description with the Committee by Wednesday, July 14, and the Committee will provide comments by Monday, July 19.

Review the CEO Evaluation Policy, timeline and mechanism of the evaluation

The Committee needs to take time to review the existing policy as well as reference some policies from other libraries.

Action: Committee members will provide comments before Thursday, August 12. The Committee will meet at 5:30 pm on Thursday, August 12, 2021. The CEO will send out a meeting invite.

CEO Compensation

The Committee inquired about the CEO's existing compensation framework and decided to add it to the next meeting agenda.

Getting HR involved in future committee meetings

The Committee discussed the possibility of inviting HR to future meetings but decided not to proceed with the idea.

The Committee elected H. Findlay as the Chair of the Committee.

4. The CEO Evaluation Committee Meeting ended at 3:35 pm.

5. **Next Meeting / Upcoming Events**

CEO Evaluation Committee Meeting – Thursday, August 12, 2021, at 5:30 pm, pm Microsoft Teams

Board Meeting – Thursday, September 16, 2021, at 6:00 pm, on Microsoft Teams



Chair



Secretary