

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

Thursday, August 12, 2021, 5:30 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 was held on Thursday, August 12, 2021 on Microsoft Teams. The Chair called the Meeting to order at 5:33 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
None

1.2 Adoption of Agenda

MOTION: THAT the Agenda be adopted.

MOVED BY: F. Sheikh

SECONDED BY: L. Littleton

MOTION CARRIED.

2. Chair's Remarks and Declarations of Interest

None

3. Adoption of Minutes

3.1 CEO Evaluation Committee Meeting Minutes – July 13, 2021

MOTION: THAT the CEO Evaluation Committee Meeting Minutes of July 13, 2021 be adopted.

MOVED BY: L. Littleton

SECONDED BY: F. Sheikh

MOTION CARRIED.

4. **Discussion**

4.1 **CEO Job Description**

The CEO Evaluation Committee received a copy of the CEO Job Description and shared comments. The Committee Chair will revise the CEO Job Description based on the comments received and send a revised copy to the Committee in September.

4.2 **CEO Evaluation Policy**

The CEO Evaluation Committee made some suggestions to the evaluation timeline in the Procedural Guidelines as well as the ratings in the Evaluation Form. The Committee agreed to change ratings from a percentage rating scale to a 5-point scale. The Committee Chair will make revisions and then share a copy with the Committee in September. (Councillor L. Littleton left at 6:32 pm)

4.3 **CEO Compensation Framework**

The CEO Evaluation Committee decided to postpone this topic to a later date.

5. Motion to Adjourn

MOTION: THAT the CEO Evaluation Committee Meeting be adjourned.

MOVED BY: F. Sheikh

SECONDED BY: H. Findlay

MOTION CARRIED.

The CEO Evaluation Committee Meeting adjourned at 6:38 pm.

6. **Next Meeting / Upcoming Events**

CEO Evaluation Committee Meeting – TBD

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



Chair



Secretary