

# 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, November 2, 2021, 1:00 pm  
Microsoft Teams

### MINUTES

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

The CEO Evaluation Committee Meeting was held on Tuesday, November 2, 2021 on Microsoft Teams. The Chair called the Meeting to order at 1:05 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:** Councillor L. Littleton  
**MOTION CARRIED.**

#### 2. Chair's Remarks and Declarations of Interest

None

#### 3. Discussion

3.1 Manager's Feedback

Some concerns regarding anonymity and usefulness of general comments were brought up by managers. The Committee decided to put the questionnaire in the CEO Evaluation Policy on Survey Monkey to collect comments. The Committee also agreed to use paper format as a backup plan in case there are issues with Survey Monkey. Anonymous survey will be made available on Wednesday November 3 and managers are expected to complete the survey by 5pm, Friday, November 5.

3.2 Next Meeting Date & Time

The Committee agreed to meet at 4:30 pm on Friday, November 12 and at 5:00 pm on Tuesday, November 16 respectively to discuss and draft a CEO Evaluation Report. The Chair of the Committee will send the draft report to the Board on Wednesday, November 17 so the Board can review and discuss at the Board Meeting on November 18.

4. Motion to Adjourn

**MOTION:** THAT the CEO Evaluation Committee Meeting be Adjourned.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** F. Sheikh  
**MOTION CARRIED.**

The CEO Evaluation Committee Meeting adjourned at 1:26 pm.

5. Next Meeting / Upcoming Events

CEO Evaluation Committee Meeting – Friday, November 12, at 4:30 pm, on Microsoft Teams  
Board Meeting – Thursday, November 18, 2021, at 6:00 pm, on Microsoft Teams



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Chair



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Secretary