



**LINCOLN  
PUBLIC  
LIBRARY**

**SPECIAL BOARD MEETING**  
August 28, 2018, 7:00 p.m.  
Fleming Branch, Beamsville, ON

### **MISSION STATEMENT**

*The Lincoln Public Library is a community hub ensuring equal access to resources and opportunities for thinking, playing, learning and growing.*

### **AGENDA**

- 1. Call to Order**
- 2. Declaration of Conflict of Interest**
- 3. Approval of Agenda (attached)**
- 4. Timelines – Suggested Goals**
  - a. Job Posting – October 2018
  - b. Filling the Position (CEO Lincoln Public Library (Jan. 1 – Feb. 28 2019
  - c. Possibility of no suitable candidates – postpone filling position
- 5. Process – Possible Options**
  - a. Do it Ourselves
  - b. Hire a Facilitator
  - c. Hire a Consultant/Executive Search Firm
- 6. Roles of the Board and of the Town – Suggestions**
  - a. The Board
    - i. Drive the Process
    - ii. Determine the criteria we are looking for in a CEO
    - iii. Assemble job posting
    - iv. Hire the CEO
  - b. The Town (role will depend on whether facilitator/search firm/consultant hired)
    - i. Salaries – Based on the Town’s wage guidelines
    - ii. Handle and maintain Correspondence and Administration
    - iii. Help Prepare a Community Profile (our sales pitch)
    - iv. Advise and assist the Hiring Sub-committee

**7. CEO Search Sub-Committee**

- a. Role of the Committee
- b. 3-4 Board Members
- c. Advisor from the Town (Non-voting)

**8. Next Meeting**

**9. Adjournment**

**The next meeting is scheduled at the Moses F. Rittenhouse Branch  
on September 18, 7:00 p.n.**