

Mission Statement

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

Members Present: Donna Burton, Donna Edwards, John Kralt (Chair), Councillor Wayne MacMillan, Leah Padfield, John Ripley, Jennifer Thiessen, Noel Walker

Absent: Councillor Robert Foster.

Staff Present: Jill Nicholson (CEO, Recorder)

1. Call to Order

The Chair called the meeting to order at 7:05 pm.

2. Declaration of Conflict of Interest

None.

3. Approval of Agenda

18-70	Moved: D. Edwards	Seconded: D. Burton
	Be it resolved that the Agenda be approved. Carried.	

4. Timelines

- 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

The Board members agreed that the timelines were reasonable.

5. Process – Possible Options

- a. Do it Ourselves
- b. Hire a Facilitator
- c. Hire a Consultant/Executive Search Firm

Councillor MacMillan suggested engaging a Consultant/Executive Search Firm. He does not have the expertise for the recruitment process. There was general consensus to engage a firm.

Council has agreed to cover any costs.

18-71	Moved: N. Walker	Seconded: J. Ripley
	Be it resolved that the Lincoln Public Library Board engage a Consultant/Executive Search Firm for the recruitment of the new CEO. Carried.	

6. Roles of the Board and the Town

- a. Board
 - i. Drive the Process
 - ii. Determine the criteria we are looking for in a CEO
 - iii. Assemble job position
 - iv. Hire CEO

The Board will do the steps in conjunction with the search firm.

- b. Town
 - i. Salaries – Based on the Town’s wage guidelines
 - ii. Handle and maintain correspondence and administration
 - iii. Help prepare a community profile
 - iv. Advise and assist the hiring sub-committee

Due to the engagement of a firm, the Town will not be needed to handle and maintain correspondence and administration. Town staff will assist the board and firm in preparing the community profile and can advise if necessary. The Board has the authority to offer a salary based on the current CEO’s salary grid.

7. CEO Search Sub-committee

D. Burton circulated a list of responsibilities of the CEO Selection Subcommittee.

18-72	Moved L. Padfield	Seconded: N. Walker
	Be it resolved that D. Burton, D. Edwards, W. MacMillan and J. Thiessen be appointed to the CEO Search Sub-Committee. Carried.	

9. Adjournment

18-73	Moved: J. Thiessen
	Be it resolved that the meeting be adjourned at 7:45 pm. Carried.

Chair _____

Secretary/Treasurer _____