

Georgina Public Library
Library Board Meeting
Agenda
September 16, 2021 @ 7:00 p.m.
Video conference

1. Call to Order
2. First Nations Acknowledgement Statement

“We would like to begin today’s meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.”

3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – August 19, 2021 Board meeting minutes, September 8, 2021 Special Board meeting minutes
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. None
11. Consent Agenda
 - a. Branch Report
 - b. Work Plan Update
 - c. Financial Statement – August 2021

12. Verbal Communications
 - a. CEO Update (V. Stevens)
 - b. Board Chair Update (M.C. Macaluso)
 - c. Friends of the Library Update (B. Sabatini)
13. Old Business
14. New Business
 - a. Policy Review: Director/CEO Performance Evaluation
15. Other Business For Which No Notice Has Been Given
16. Closed Session - None
17. Next Meeting Date /Time

October 21, 2021 @ 7:00pm - Zoom
18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
August 19, 2021 @ 7:00 p.m.
Video Conference

1. Call to Order

The meeting was called to order by the Board Chair at 7:05 p.m.

2. First Nations Acknowledgement Statement

"We would like to begin today's meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewa's of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship."

3. Roll Call

The following Board Members were present:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice Chair
Rita Beechey
Naomi Davison
Nancy Rodrigues
Leslie Johnstone
Councillor Dave Neeson
Adrienne McDowell

The following Board member was absent with notice:

Shari Hawkins

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Becky George, *Manager, Library eServices*
Anna DeLong, *eServices Technician*
Margaret Quirk, *Mayor, Town of Georgina*

4. Introduction of Addendum Items

- Vaccination policy discussion added under other business

5. Approval of the Agenda

Moved by Naomi Davison, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2021-063

That the Georgina Public Library Board meeting Agenda of August 19, 2021 be approved as amended.

Carried.

6. Announcements

- a. Introduction of new *Manager, Library eServices* – Becky George

The CEO introduced Georgina Public Library's new *Manager, Library eServices*, Becky George, to the Board members. Each Board member introduced themselves and welcomed Becky to Georgina Public Library.

7. Declarations of Pecuniary Interest - None

8. Adoption of the Past Minutes– July 15, 2021 Board meeting minutes

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2021-064

That the Minutes of the July 15, 2021 Board meeting be adopted as circulated.

Carried.

9. Delegations/Speakers - None

10. Presentations - None

11. Consent Agenda

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement – July 2021

Moved by Dave Neeson, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-065

That Item 11 - Consent Agenda be received as presented.

Carried.

12. Verbal Communications

- a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Upcoming interviews (starting next week) on Rogers to highlight book clubs and Ancestry online resource; Kristen Lemay will represent GPL for the book club pieces, and Becky George will represent GPL for the Ancestry pieces
- Kristen met with Suzanne Howes to discuss collaboration with the Chippewas of Georgina Island in relation to Truth & Reconciliation day and the ongoing uncovering of the remains of children on the grounds of former residential schools.
- Kristen and Ruth met with Jennifer Anderson from the Chamber of Commerce to discuss collaboration opportunities during Small Business Week.

SPACES

- Sutton branch temporarily relocated to the Link to offer curbside service in July; plastic is coming down in the Sutton branch today and tomorrow, so we hope to be back in our permanent location late next week. Staff are keeping the public informed of plans.
- Replacement children's furniture has been purchased for the Pepperlaw branch; this was a 2020 capital budget request.

PEOPLE & LEADERSHIP

- Currently interviewing candidates for Manager, Library Customer Experience position

COLLECTIONS & PROGRAMS

- We continue to experience low delivery levels of new collection materials, primarily due to publisher delays. The new CEO, Yasmin Khan, sent out a letter this week affirming her commitment to do everything possible to get these issues resolved.
- Launched our first in-person programs since March 2020: story-times in the park, with physical distancing guidelines enforced. These have been popular.

TECHNOLOGY

- Self-checkout machines have been reconfigured by 3M technician so they are more user-friendly.

MISCELLANEOUS

- Submitted Public Library Operating Grant application to the province
- Val is on vacation starting tomorrow; Kristen Lemay is Acting CEO in her absence.
- Developments today with mandatory vaccines for City of Toronto & TPL employees; will work with Town HR moving forward on any new developments

Submitted by: Valerie Stevens
Library Director/CEO

b. Board Chair Update (M.C. Macaluso)

- The Board chair has been meeting with the CEO frequently
- The Board Chair has been attending the CEO Performance Evaluation Committee meetings, and the Strategic Planning Committee meetings

c. Friends of the Library Update (B. Sabatini)

- At the last Friends meeting, they discussed when to add in more of their volunteers to their Visiting Library Service. Over the pandemic seasons, they reduced the amount of volunteers actively completing deliveries. For the moment, they will remain status quo
- The Friends continue to work on their new initiative, which they are calling *Book a Friend* - residents can nominate a friend to receive a book from the Friends
- The next Friends meeting is on Monday
- The new Friends staff liaison is Lynn M

Moved by Adrienne McDowell, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2021-065

That items 12 a., b., and c.—Verbal Communications be received as presented.

Carried.

13. Old Business - None

14. New Business

a. Strategic Planning Committee update

- The last Strategic Planning Committee meeting was on August 3
- First step in the process is to identify out stakeholders and how to get to them, to then poll our stakeholders. We will need to prepare questions, and decide how are we going to facilitate focus groups
- One thing to consider is what kind of scope the Strat plan going to be - granular or high level – we decided to land somewhere in the middle
- The Strat. Planning Committee is going to come up with more definitive timelines for when steps within the process should be completed
- The Strat. Plan can focus on the MURC, and promote the MURC as a separate entity but, at the same time, stress that we are not abandoning the other three library branches
- Looking to start focus groups in the early new year

Moved by Dave Neeson, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2021-066

That the update from the Strategic Planning Committee be received as presented.

Carried.

b. Board Advocacy efforts

The Board governance initiative has, for many years, been focused on the MURC – now that the Discovery Branch at the MURC has been approved for moving ahead, the Board feels it may be time to talk about where to focus their advocacy efforts going forward.

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-067

That the Georgina Public Library Board table the Board advocacy effort discussion until the October Board meeting

Carried.

15. Other Business For Which No Notice Has Been Given

- Vaccination policy discussion – in recent days, there has been more discussion within the province surrounding workplaces, and municipalities introducing vaccination policies. The City of Toronto, as well as Toronto Public Library is the most recent to announce a policy for employees.

Moved by Dave Neeson, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2021-067

That the Georgina Public Library Board authorize the CEO to continue to have conversations surrounding a vaccination policy with the senior management team at the Town of Georgina

Carried.

16. Closed Session

Moved by Naomi Davison, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-068

That the Georgina Public Library Board move into closed session at 8:26 pm

Carried.

1. Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act

-CEO Performance Evaluation committee update

Moved by Rita Beechey, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-069

That the Georgina Public Library Board reconvene into open session at 8:45 pm

Carried.

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-070

In regards to closed session item 1. Personal Matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act;

1. That the Georgina Public Library Board accept the verbal report provided by the Board Vice-Chair regarding the CEO Performance Evaluation as presented

Carried.

17. Next Meeting Date /Time

September 16, 2021 @ 7:00 p.m. - Zoom

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2020-070

That the Georgina Public Library Board meeting of August 19, 2021
adjourn at 8:47pm

Carried.

DRAFT

Georgina Public Library
Special Library Board Meeting Minutes
September 8, 2021 @ 7:00 p.m.
Zoom

1. Call to Order

The meeting was called to order by the Board Chair at 7:05 p.m.

2. First Nations Acknowledgement Statement

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3. Roll Call

The following Board Members were present:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice Chair
Rita Beechey
Nancy Rodrigues
Leslie Johnstone
Councillor Dave Neeson
Adrienne McDowell
Shari Hawkins

The following Board member was absent:

Naomi Davison

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Lori Puckett, *CUPE 903.13 Representative*

4. Approval of the Agenda

Moved by Dave Neeson, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2021-071

That the Georgina Public Library Board Special meeting Agenda of September 8, 2021 be approved as presented.

Carried.

5. Declarations of Pecuniary Interest - *None*
6. New Business
 - a. Discussion – Covid-19 Vaccination Requirement for Staff

Moved by Bobbi Sabatini, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2021-072

That the Georgina Public Library Board intends to follow the lead of the Regional Municipality of York and the Town of Georgina in requiring proof of vaccination against COVID-19 for all Georgina Public Library staff, while ensuring compliance with medical and other human-rights based exceptions

Carried.

7. Closed Session - *None*
8. Next Meeting Date /Time

September 16, 2021 @ 7:00pm
9. Adjournment

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2020-073

That the Georgina Public Library Board Special meeting of September 8, 2021 adjourn at 7:19pm

Carried.

JOINT BRANCH REPORT - AUGUST 2021

Submitted by: Amy Knifton – Manager, Library Collections
Kristen Lemay - Manager, Library Community Engagement
Becky George - Manager, Library eServices

COMMUNITY CONNECTIONS

- Kristen Lemay filmed an episode of Ageing Well in Georgina for Rogers TV along with members of the Pepperlaw Branch Book Club.

SPACES

- Sutton Branch staff, with great assistance from maintenance, moved back into the branch following the roof repairs. The date of reopening to the public was set for Tuesday, August 31.
- The Pepperlaw Branch garden got a spruce up with the addition of mulch provided by the town, installed by volunteers of the Georgina-Brock Garden Club (first week of August).

PEOPLE AND LEADERSHIP

- Becky George started work on Monday, August 9 as the Manager, eServices and is working at the Keswick Branch temporarily.
- Three of our students will not be returning to GPL in the fall and we wish them all the best in their future endeavours. (Grace Croome, Tyler Molloy, and Rheannon Dillabough)
- An external job posting to advertise for more casual clerks was posted August 11 and closed August 25.
- Jennifer Murray was the successful candidate for the internal competition for Library Assistant - Adult Programming. Jennifer will start her new position in October.
- N6 Learning and Development courses have been offered to staff, and several have registered for upcoming fall sessions.
- The cataloguing group met for the Q3 meeting August 26, with Amy giving overall updates to the library assistants and communicated future project planning.

COLLECTION AND PROGRAMS

- A new book club set of books was purchased and arrived. The Pepperlaw Branch Book Club will be reading *Five Little Indians* by Michelle Good in September.

- LSC has confirmed that backorders from 2020 should be arriving in the fall, prior to the new fall/winter releases. There are still over 1000 items on backorder from publishers. The amount of new items arriving is slowly increasing week over week.
- A refresh of the mass market paperbacks are on order and should arrive by the end of the year. 538 new titles across all branches.
- The Adult Summer Reading Challenge began June 14 and ended on August 21.
 - 43 active readers (with 31 completing the challenge)
 - 289 books read
 - 25 reviews written
 - Top Books Read included:
 - *Where the Crawdads Sing* by Delia Owens
 - *The Witness* by Nora Roberts
 - *The Obsession* by Nora Roberts
 - *The Lost Apothecary* by Sarah Penner
 - *Siege and Storm* by Leigh Bardugo
 - *Shadow and Bone* by Leigh Bardugo
 - *Return of the Trickster* by Eden Robinson
- We renegotiated our yearly renewal with Freegal for digital music. Starting in January, for no price increase, our patrons will be able to download 3 songs per month and stream unlimited music 24/7. This has increased from three hours of streaming per month previously. This should boost our eBranch circulation stats.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	23
August 3	Pefferlaw Book Club	In person	4
August 3	Sutton Book Club	Zoom	3
August 3, 12	Kahoot Quiz	Kahoot	21
August 6, 13, 20, 27	Fun Photo Fridays	Facebook	20
Previous uploads	All recorded videos, re-watched in August		49
		TOTAL	120

TECHNOLOGY

- Ruth Berry worked with the 3M technician to fix the self-checkout machine at Sutton Branch. The scanner head from the upgrade system needed to be repositioned so that scanning and desensitizing of material could be accomplished properly by patrons in one movement.
- Ruth worked on resetting up all of the staff and public computer stations at the Sutton Branch for reopening - scheduled for August 31.
- The eServices team is working on a mandatory migration of the staff intranet.

2021 Work Plan – August Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Development Succession Planning	Board Chair	Q1-2021	Q2-2021		Deferred from 2019
Emergency Preparedness	Val Stevens/ Board Chair	Q4-2020	Q2-2021		Draft operational continuity plan prepared by Board sub-committee, adopted December 2020
Library Advocacy	Board	Q1	n/a	On going	<ul style="list-style-type: none"> • In support of the MURC Discovery Branch. Tender awarded at Town Council June 23, 2021. Intending to break ground fall 2021. • Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).
2019 Annual Report	Val Stevens	Q3-2020	Q1-2021	Complete	Delivered March 2021
2020 Annual Report	Val Stevens	Q2	Q3	In Progress	In final approval stages
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2021?	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers. Likely on hold due to pandemic.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2021?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q4-2021	In Progress	Memorandum of Understanding between Library Board and Town. Met early May 2021 with ToG, continued work on draft.
Board Evaluation	Board Chair	Q2	Q3	Complete	

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q3-2023	In Progress	Tender awarded at Town Council June 23, 2021. Intending to break ground fall 2021.
Mobile Hotspots	Manager, Library eServices	Q1	Q1	Complete	Delivered February 2021
Security Camera Installation	Town Facilities/ Manager, Library Cust. Exp.	Q1 2022	Q4 2022		Facilities dept. is very busy right now; planning has not yet begun. Deferred to 2022
Teen area-Keswick branch	Kristen Lemay	Q2-2021	Q3-2022	Deferred from 2020	Delayed due to pandemic
Pefferlaw children's area furniture	Kristen Lemay	Q4-2020	Q3	Complete	Deliveries received July 2021.
iPad for Programming	Manager, Library eServices	Q4-2020	Q1-2021	Complete	
Update self-check units	Manager, Library eServices	Q1-2020	Q1-2021	Complete	Installation of Monitors and Scanners completed March 2021.
Cell phones for managers	Val Stevens	Q1-2020	Q2-2021	Complete	Final phone arrived March 2021

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Kristen Lemay	Q1	Q3	Complete	Successful for Canada Summer Jobs grant; will pay the bulk of wage for FT contract SRCA position (16 weeks)-we will top up from budgeted amount
Adult Programming support	Kristen Lemay	Q1	Q4-2021		3 hrs/wk to provide support for adult programming; candidate hired to start October 2021

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Circulating Mobile Hotspots	Manager, Library eServices	Q1	Q1	Complete	Launched April 28, 2021

Georgina Public Library

Financial Statement - August 2021

Date: September 7, 2021

	2021 Actuals	2021 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,686,693.33	2,530,040	843,347	67%	67%	Pro-rated
Provincial Grants	41,733	62,600	20,867	67%	67%	Pro-rated
Misc Grants	6,087	9,240	3,153	66%	67%	
School Board Revenue	39,000	58,500	19,500	67%	67%	Pro-rated
Donations	1,210	1,800	590	67%	67%	\$500 donated by Kathy Foch for SRC prizes
Fines	970	27,100	26,130	4%	67%	
Misc Fees	22	3,100	3,078	1%	67%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	15	8,500	8,485	0%	67%	
Program Registrations	-	4,200	4,200	0%	67%	
Book Sale	7	2,400	2,393	0%	67%	
Room Rentals	-	4,100	4,100	0%	67%	
Provision from Reserve	-	-	-	100%	67%	
Total Revenues	1,775,737	2,711,580	935,843	65%	67%	
Expenses						
Salaries & Benefits	1,093,645	1,895,850	802,205	58%	67%	
Library Board	2,560	4,800	2,240	53%	67%	
Library Operations	130,722	359,380	228,658	36%	67%	Utilities, cleaning, courier, supplies, etc.
Training	5,361	18,800	13,439	29%	67%	
Collections	129,512	228,520	99,008	57%	67%	
Telecommunications	12,075	30,040	17,965	40%	67%	
Covid-19 Expenses	5,905	-	(5,905)	N/A	N/A	No allotted budget
Misc	2,801	3,300	499	85%	67%	
Contribution to Reserve	113,927	170,890	56,963	67%	67%	Pro-rated
Total Expenses	1,496,509	2,711,580	1,215,071	55%	67%	
Net	279,229	-	(279,229)			

Georgina Public Library Board Policy Manual

Policy Title: DIRECTOR/CEO EVALUATION

Category: Governance

Intent

The intent of this policy is to outline the process for the performance review of the Georgina Public Library Director/CEO.

The evaluation process is an opportunity for the Board and the Director/CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:

- Establish clear and mutually agreed upon performance expectations.
- Provide feedback to the Director/CEO on performance and on the performance of the Library.
- Identify resources available to the Director/CEO to attain the expected performances.

Regulations

- The Library Board will establish a Director/CEO Evaluation ad hoc committee as required. Membership shall comprise of the Board Chair, Vice Chair, and one to two Board members. The Board Chair will chair the committee.
- The performance evaluation is confidential. The only copies of the evaluation are in the Director/CEO's personnel file and in his/her/their possession. They are made available only to the individual, the current Board Chair, and the entire Board on request. Individual Board members, other than the Chair, do not have access to the Director/CEO's personnel file. Board members should not keep confidential personnel files.
- The evaluation of the performance of the Director/CEO shall be carried out at a six month and a one year interval for a new hire, and annually thereafter on the anniversary date of employment.

Commented [VS1]: Does this need to be included as a requirement?

Six Month Probationary Review

1. The six-month probationary review is an interim or mid-year review designed to assess the performance realistically during the first half of the annual review period for new hires. Conducting a six-month review allows the Board to determine if the Director/CEO's performance is on track and to identify any changes necessary for the Director/CEO to reach

~~his/her~~their objectives for the performance period. It also allows for course correction and should be considered a developmental and learning opportunity.

2. The Six-Month Probationary Review will include:
 - a. An Entry Plan developed by the Director/CEO and presented to the Board at the beginning of the 1st month of the 1st six month term which encompasses actions, measurements and target dates.
 - b. A Work Plan developed by the Director/CEO which is presented to the Board at the beginning of the 2nd six month term in order to measure and achieve performance objectives.
 - c. A review of the current job description and recommend any changes if required.
 - d. The Director/CEO will conduct a self-evaluation of ~~his or her~~their own performance and submit it to the Committee.

Six Month Probationary Review Procedures

In the fifth month:

1. The Board Chair shall inform the Board of the upcoming CEO performance review and form the Director/CEO Evaluation Committee.
2. All Board members will be requested to consider the first six months of the Director/CEO's performance in terms of bring any observations and concerns about the Library, the Director/CEO's success in achieving ~~his or her~~their goals, and future directions of the Library.
3. The Committee will evaluate the Director/CEO's performance base on the actions identified in the Entry Plan, Director/CEO's self-evaluation, and the Board's observation.

In the sixth month:

1. A closed session ~~in-camera~~ Board meeting will be scheduled.
2. The Committee Chair will distribute the documentation listed above relating the Director/CEO's performance review prior to the meeting.
3. The Board will review and discuss the documentation and Board member's observations. The Chair will incorporate the Board's comments into the Director/CEO's performance review form.

4. The Board Chair will meet with the CEO to convey the Board's performance review.

Commented [VS2]: Should this be the ad hoc committee?

5. The Board Chair will report back to the Board at the next meeting that the evaluation process was completed.

Commented [VS3]: Should this be the committee chair?

Annual Review

The Board Chair shall inform the Board of the upcoming CEO performance review and establish the Committee, **not less than** two months prior to the anniversary of the Directors/CEO's date of employment.

In the first month:

The Director/CEO Evaluation Committee shall:

1. Direct the Director/CEO to prepare and submit a document outlining the progress made towards achieving the Library's Strategic Plan and other organizational goals/initiatives to the Committee.
2. Select **up to four** Library staff members to voluntarily and confidentially participate in a 360 evaluation of the Director/CEO, using the following criteria:
 - a. The staff member **must be a full-time employee**.
 - b. The staff member must have worked a complete year; staff who were absent because of leave, or who were hired partway through the year are not eligible to participate.
 - c. The staff member must have the option to not respond. No follow-up will be performed.
 - d. The Committee has the option of requesting feedback from the **Town CAO, Town Treasurer, President of the Friends of the Library, and other CEOs of other partner organizations.**
3. **Acquire the most relevant management performance evaluation form from the Human Resource department of the Town.**
4. Read documents submitted by the Director/CEO and the staff feedback forms, and complete the **Town's HR formal evaluation form.**

Commented [SH4]: Update number?

Formatted: Highlight

Commented [VS5]: Is this a valid requirement?

Commented [VS6]: Do we want this to be less limited e.g. feedback from members of the Town's Senior Management Team

Commented [VS7]: I believe we have a new form?

Commented [VS8]: May need to update depending on decision for pt 3 above

In the second month:

The Director/CEO Evaluation Committee shall:

1. Prepare a confidential written report to the Board and bring it forward to the next Board meeting in [closed session](#) ~~camera~~ to provide all Board members the opportunity to provide input.
2. **The Board Chair** will meet with the Director/CEO to deliver the evaluation.

Commented [VS9]: Committee?

And following:

1. At the monthly board meeting immediately following the evaluation meeting between **the Chair** and Director/CEO, **the Chair** will report the completion and outcome of the performance review in ~~an in camera session~~ [a closed session meeting](#).
2. **The Board Chair** will send the final performance review documents to be placed in the confidential personnel file of the Director/CEO, at the Town. No distribution is made to Board members.

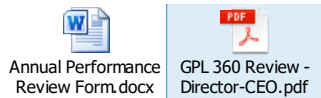
Commented [VS10]: ?

Commented [VS11]: Of the Committee? Of the Board?

Commented [VS12]: Committee Chair?

Attachments:

- Town of Georgina - Annual Performance Review Form
- 360 Review Form



Commented [SH13]: Updated documents?

POLICY HISTORY:	
Initial Draft	July 30, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	October 25, 2018
Board Review & Amendment	September 16, 2021