



## Selection Committee for a City Librarian

### Terms of Reference

#### 1. Mandate

The Mandate of the Committee is to:

- Carry-out in consultation and collaboration with a search firm, and with the assistance of the Director, Human Resources, all aspects of the recruitment and selection process for the position of City Librarian; and
- Report its recommendation to the Board regarding the hiring of a City Librarian. The Committee's recommendation is not binding on the Board.

#### 2. Membership

The Committee membership consists of seven (7) members:

- Five (5) Board members, including:
  - Library Board Chair and Library Board Vice-Chair, ex officio members;
  - Three (3) other Library Board members, including at least one (1) Councillor and one (1) citizen member;
- One external member from the broader library community; and
- The Director, Human Resources (to provide technical assistance; and the only non-voting member of the Committee).

#### 3. Chair

- The Committee will elect the Chair at its first meeting.

#### 4. Schedule of Meetings and Timeframe

- The Committee will meet on an as-needed basis; and
- Meetings may take place in a variety of locations, on or off library premises, as required to conduct the business of the Committee.

#### 5. Open and Closed Sessions

- Section 16.1 (4) of the Public Libraries Act, R.S.O. 1990 states that a meeting or part of a meeting may be closed to the public if the subject matter being considered is, (c) personal matters about an identifiable individual;
- Meeting of the Selection Committee will begin in open session;
- All aspects of the recruitment and selection process will be conducted in closed session;

- An individual's interest and application for the position of City Librarian is a personal matter and is to be kept confidential; and
- A guarantee of confidentiality will be made to all applicants for the position of City Librarian

## **6. Procedural Rules**

- The Committee's rules are the same as the rules that apply to Board meetings, except that:
  - quorum is 3 members, excluding the Director, Human Resources;
  - there is no time limit for meetings; and
  - the rules for Informal Consideration will apply, that is:
    - a motion does not need to be seconded;
    - the number of times a Committee Member may speak is not limited; and
    - no Member may speak more than once, until every member who wishes to speak has spoken.

## **7. Minutes, Working Materials and Final Documentation**

- Minutes from the closed meetings of the Selection Committee are taken, and public minutes of the meeting are posted after approved;
- Appropriate materials required to conduct the recruitment and selection process will be prepared by the search firm and/or the Director, Human Resources, and be distributed to all Committee members
- At the end of the hiring process, all Committee members will return all documentation to the Director, Human Resources
- The completed file of documentation for the recruitment, selection and hiring of the City Librarian will be kept by the Director, Human Resources;
- No documentation related to the activities of the Committee will be made public; and
- The external member of the Committee will be required to sign a confidentiality agreement regarding the activities of the Selection Committee.

## **8. Decision-making**

- In order for a Committee member to participate in the decision-making, the member must have attended the interviews of all of the short-listed candidates;
- The Committee will seek consensus in decision-making; and
- In the event consensus is not reached, a vote will take place and majority rules.

Date: March 24, 2014