

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board

From: Heather Savage, General Manager Community Services

Date: June 11, 2025

Report #: 25-14

Subject: Work Plan update from the Succession Planning Working Group

Recommendation

That Report 25-14 'Work Plan update from the Succession Planning Working Group' be received; and

That the Board approve Appendix A 'CEO Recruitment Plan'; and

That the Board approve Appendix B 'Job Posting'; and

That the Board approve Appendix C 'Orangeville Public Library - Chief Executive Officer, Job Description'.

Purpose

The Orangeville Public Library Board established a Succession Planning Working Group in January 2025 (Report 25-01), to support the transition of the Chief Executive Officer (CEO) whose is set to retire as of December 1, 2025.

The Succession Planning Working Group (SPWG) has developed a plan to recruit a new CEO to lead the Orangeville Public Library's daily operations, capital works and staff team while carrying out the Board's strategic plan. At the March 26, 2025, meeting it was determined the SPWG would report back to the Board in June 2025 with a final draft of the recruitment plan.

Background

The Succession Planning Working Group, consisting of three board members and one staff member met multiple times and discussed various topics such as best practices and current industry trends, that may impact the Board's recruitment of a new CEO.

The SPWG developed a plan, found in Appendix A, that outlines key milestones, job posting details Appendix B), and an overview of the interview format. The plan also specifies platforms in which the opportunity should be posted to, for example the Ontario Library Association. There is up to \$1,500 allocated from the library's operating budget, 'Advertising and Promotions' to cover the cost to post the opportunity on the selected platforms.

On January 13, 2025 the Board approved an updated CEO job description. Although minor, there have been additional changes to the job description. The SPWG proposes to change the percentage in which the CEO spends on each component of the role. 'Board Administration' decreased, whereas overall 'Administration and Community Relations', as well as 'Leadership and Management' increased. Please see Appendix C 'CEO Job Description' for approval.

The SPWG is confident the plan set forth in Appendix A allocates enough time and resources to thoroughly assess potential candidates and onboard a new CEO for the Orangeville Public Library.

Strategic Alignment

Strategic Direction: Soar

Objective: Cultivate a workplace culture that fosters creativity and innovation

Financial Impact

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to the Board for approval, if required.

Prepared and respectfully submitted by,

Heather Savage
General Manager Community Services