

Library Director Performance Evaluation Policy

I. Purpose

The performance evaluation process provides a means for discussing, planning and reviewing the performance of the Library Director as well as for the Library Board (“Board”) and Library Director to communicate with each other regarding performance objectives and priorities. This policy establishes a process for the Board to review and assess the performance of the Library Director and to identify goals and objectives for the Library Director that are aligned with the Library's strategic plan and/or other guiding documents approved by the Board. The Board or a sub-committee of the Board shall, taking into consideration previously established goals and objectives, evaluate the Library Director’s performance on an annual basis and provide a “check-in” discussion midway through the year.

II. Policy Guidelines

The Board as a whole is responsible for evaluating the Library Director; however the President of the Board may appoint a special committee to implement this policy. The evaluation shall address the goals and objectives that were set by the Board, in consultation with the Library Director, for his or her previous year. An annual review is an opportunity to accomplish the following:

- Sum up an overall assessment of how work went over the prior year. This assessment should include concerns that have been addressed as well as recognition for accomplishments.
- Identify goals that have been met and those where additional time and/or effort may be required.
- Determine whether the Library Director’s job description and competencies accurately reflect the reality of the position, and make updates as necessary.
- Identify performance, achievement and/or development goals and objectives for the upcoming year.

Performance areas to be addressed include, but are not limited to:

- Staff relationships and management
- Library goals as stated in the strategic plan
- Overall quality of Library services
- Financial responsibility and oversight
- Fund development
- Community relations
- Facilities management
- Board relationships

Evaluation Process

1. Library Director Self-Evaluation.

Upon request from the Board President or special committee chair, the Library Director shall evaluate his or her performance for the prior year. This self-evaluation may be done by completing a form or by such other means as the Board may determine. The Library Director will review his or her performance taking into consideration the goals and objectives established for the prior year, the Library Director's job description, and the success of Library programs.

2. Board Members Individual Evaluation of Library Director.

Around the same time the Library Director is performing his or her self-evaluation, members of the Board ("Members"), as will be determined by the Board, may evaluate the performance of the Library Director for the prior year. Members will review the Library Director's performance taking into consideration the agreed upon goals and objectives, the Library Director's job description, and the success of Library programs. The Library Director shall ensure that each Member has access to a summary/documentation of the goals and objectives that were established for the prior year as well as the Library Director's job description.

3. Survey of Library Staff and Stakeholders.

The Board may, at its discretion, seek comments from Library staff members or other stakeholders (e.g., other City staff) related to the Director's performance.

4. Review of Evaluations and Establishment of Goals and Objectives.

After the Library Director has completed his or her self-evaluation, the Members have completed their individual evaluations and any staff members or stakeholders have provided their comments (if any), the Board shall meet in closed session to review and discuss the information regarding the Library Director's performance and to prepare the Board's own written evaluation. Thereafter, in a closed session at a subsequent meeting, the Board shall present its evaluation to the Library Director for discussion and the Board and Library Director shall establish the Library Director's goals and objectives for the ensuing year.