

Proposed Timeline for Library Director Evaluation

September Year 1

- ☐ Open or distribute feedback form for all stakeholders (Board, employees, City staff, etc.) for mid-year review

October Year 1

- ☐ Mid-October: close feedback and distribute to Library Board Director Evaluation Sub-Committee
- ☐ Sub-Committee to review feedback and distribute to Library Director
- ☐ Closed Session; Sub-Committee and Director
 - ☐ Review performance for year so far
 - ☐ Review progress on goals

November Year 1

- ☐ Closed session; full Board and Director
 - ☐ Review mid-year feedback, performance, and progress on goals.

March Year 2

- ☐ Open or distribute feedback form for all stakeholders (Board, employees, City staff, etc.) for annual review

April Year 2

- ☐ Mid-April: close feedback and distribute to Library Board Director Evaluation Sub-Committee
- ☐ Sub-Committee to review feedback and distribute to Library Director
- ☐ Library Director to contemplate 2 strength areas and 2 growth areas
 - ☐ Ideally, Director needs access to feedback results in a timely fashion so he has time to self-assess
- ☐ Closed Session; Sub-Committee and Director
 - ☐ Review feedback, performance, and goals
 - ☐ Review Director self-assessment, including strength and growth areas
 - ☐ Determine if Director is Performing/Not Performing for core job duties
 - ☐ Library Director and Sub-Committee set tentative goals for new year

May Year 2

- ☐ Closed session; full Board
 - ☐ Review feedback, performance, and goals tentatively set during Sub-Committee, as well as any other pertinent information to come out of Sub-Committee
 - ☐ Full Board to determine recommendation regarding compensation
- ☐ Closed session; full Board and Director
 - ☐ Discuss Board recommendations re: review, goals for new year, and compensation recommendation
 - ☐ New Sub-Committee will be selected for following year's Director Evaluation

May/June Year 2

- ☐ Sub-Committee or Board President communicates results of review (Performing/Not Performing; met/did not meet goals) and recommendations re: compensation to City Administrator
- ☐ Library Director uploads new goals to NeoGov