

Proposed Timeline for Library Director Evaluation

November/December Meeting

- Closed session; full Board and Director
 - Review performance and progress on goals.

June 1

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

June 15

- 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

June Library Board meeting

- 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

July OR Date as set per city requirements

- 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