## 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