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