

The Jones Library, Inc.
Board of Trustee Policy for
Annual Evaluation of Library Director

The annual evaluation of the Director is the formal culmination of a continual process of communication with the Director. The evaluation will be performed in a timely way by the Personnel, Planning and Policy Committee (PPP) or a subcommittee of the PPP in accordance with the procedures set forth below. The PPP will decide how to solicit input from staff and the public, with approval from the Board. The PPP should provide the opportunity for staff and the public to provide information anonymously as well as by any other methods the PPP chooses to employ. The PPP Committee should review the implications of the current Open Meeting Law every year.

The Evaluation Calendar

The Board of Trustees will evaluate the Library Director annually. At the end of the previous evaluation, the Board will have approved the evaluation form for the next cycle. The evaluation will be based on the Library Director's job description, Library Director's contract, that year's Library Director goals, and/or other criteria decided by the Board in conjunction with the Library Director at the start of the year being evaluated.

June:

- A. Board members will complete an evaluation form supplied by the PPP Committee and return it to the PPP Committee within two weeks.
- B. Simultaneously, the Library Director will complete the same form as a self-evaluation. The Director's self-evaluation will include a review of the current year's goals and recommendations for the coming year.
- C. The Chair of the PPP will solicit input from the staff and from the public using the following methods:
 - An evaluation form will be distributed to staff; this form will allow staff to indicate basic employment status (e.g., full vs. part-time); these comments will be shared with the Board and Library Director; these comments are not subject to Public Records Law.
 - An evaluation form will be distributed to the Town Manager, Finance Director and Human Resources Director; these comments will be shared with the Board and Library Director; these comments are not subject to Public Records Law.
 - An evaluation form will be distributed to the Friends of the Library and the general public; these comments will be shared with the Board and Library Director; these comments are not subject to Public Records Law.
- D. If there is an in-person interview of a bargaining unit staff member, a Union representative may attend.

July: Once all forms are returned to the PPP Committee, the Committee will generate two summary documents, which will be discussed during the open Board meeting in August:

- A. A comparison of the responses from the Board and the Director's self evaluation.
- B. A draft evaluation outlining the Director's strengths and weaknesses.

August:

- A. The Board President and at least one member of the PPP Committee will meet with the Director to discuss the draft evaluation. The Library Director may present any comments or concerns back to the PPP Committee in writing in a timely way.
- B. The PPP Committee presents the draft evaluation to the Library Director and the Board at least two weeks before the evaluation is to be discussed by the Board. The Library Director may present the Board with a written response to the PPP Committee's evaluation.
- C. Based on all the information it has received during the process, the full Board reviews and amends as necessary the PPP Committee's draft evaluation. The vote to approve the final evaluation will be in a regularly scheduled Board meeting.

September:

- A. The final evaluation approved by the Board with any written response by the Library Director will be placed in the Library Director's personnel file.
- B. After the evaluation is completed, the PPP Committee and Director will draft proposed goals for the coming year to present to the Board. The Board will then amend the proposed goals as necessary and approve them. The PPP will use the same evaluation form from year to year unless it recommends a new form to the Board at the start of the new evaluation years and the new form is adopted by the Board.

March: Six months after the goals for the year have been approved, the Director and PPP Committee will meet to discuss the Director's progress toward their completion. The PPP Committee will report the results back to the full Board for consideration of progress, adjustment of next year's goals if necessary, support for the Director where needed and any other appropriate action.

Resources

Below are some resources that Boards may find useful when implementing the evaluation each year:

- "Factors in Evaluating the Director," published in the *Massachusetts Board of Library Commissioners' Trustee Handbook* (see attachment A; also found at http://mbclc.state.ma.us/advisory/trustees/trustees_handbook/ch06s07.php);
- "The Library Director Appraisal Form," (see attachment B; also found at http://ldb.njstatelib.org/ldb_files/imported/Trustees/Library%20Director%20Performance%20Appraisal.pdf).

This policy was adopted by the Jones Library Board of Trustees on November 8, 2011.

Amended May 7, 2013.