LOUTIT DISTRICT LIBRARY

LIBRARY DIRECTOR ANNUAL PERFORMANCE REVIEW POLICY

Purpose

The purpose of this policy is to provide a process by which the Board of Trustees ("Board") of the Loutit District Library ("Library") may review and assess the performance of the Library Director and to identify objectives for the Library Director which are aligned with the Library's strategic plan, the mission and vision of the Library, and/or other guiding documents approved by the Board.

Guidelines

1. The Library Director will know the standards by which she/he will be evaluated.
2. An evaluation will occur once a year.
3. Both parties will prepare for the evaluation—the Library Director by conducting a self-evaluation based on the previous year's goals and the Board approved self-evaluation tool, and the Board of Trustees by examining various sources of information relating to the individual's performance as itemized on the Board approved form.
4. The evaluations should include a discussion of strengths as well as areas for improvement. Rational, objective, and quantifying evidence should support each judgment on the evaluation.

Procedure

Two months prior to the Executive Director's evaluation, Trustees will fill out the Director Performance Appraisal Form and submit the completed forms to the Personnel Committee Chair.

The Personnel Committee Chair, with the assistance of committee members shall compile the results of the individual appraisal forms into an appraisal summary, keeping the individual ratings and comments anonymous, and give this information to the Board President one month before the Director's Evaluation.

The Board President shall write the Director's Annual Performance Review based on the appraisal summaries, sharing it with the Personnel Committee and the Executive Director.

The Board President and Executive Director will meet prior to the Director's Evaluation to discuss the summary, previous year's goals, compensation, and to set new goals to present to the Board at the evaluation.

The Board President, Personnel Chair, Finance Chair, Finance Director and the Executive Director will meet to discuss the Executive Director's raise and overall compensation package based off the Executive Director's performance, the overall budget, and any other contributing factors.

The summary and the Director's goals will be discussed in closed session at the board meeting one month prior to the Director's annual anniversary. After exiting the closed session, decisions about the Executive Director's raise and compensation will be discussed and decided. If this meeting takes place after the anniversary of the Executive Director's hire date, any raises or changes to the compensation package will be implemented retroactively to begin on the Executive Director's hire date anniversary for that year.

The Board President shall give a copy of the Director's Annual Performance Review to the library's Human Resources Manager to place in the Director's personnel file in accordance with the library's Records Management Policy. A copy will also be given to the Executive Director.

The Executive Director will update the Board on how their goals are progressing throughout the year to help the Board better prepare for next year's evaluation.

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