



Branch District Library MEMO

To: Branch District Library Board
From: Personnel Committee
Date: March 14, 2014
Re: **Director's Performance Evaluation**

Last year, we revised the Library Director's employment agreement to say, "The Board shall evaluate the Employee in May of each year." In order to meet that requirement, we need to get started on that process. The purpose of this memo is to outline a proposed process for the Board's review and approval.

Last Year's Process

The process we used last year was a new one. It consisted of these steps:

1. Self-evaluation by the Director using an online survey tool. The questions were based on the responsibilities outlined in the Director's employment agreement.
2. Copies of the self-evaluation were provided to all Board members for their review.
3. Each Board member then completed an evaluation using an online survey tool. Here, too, the questions were based on the responsibilities outlined in the Director's employment agreement. The evaluation process consisted of percentage ratings for each responsibility using a scale of Meets Expectations, Needs Improvement, Unsatisfactory, and Don't Know. Board members could also provide narrative comments for each responsibility section.
4. The individual evaluations were compiled by the chair of the Personnel Committee and provided to all members in a composite form. Individual ratings and comments were not identifiable as to which Board member made them, unless the rater's identity was evident from his/her comments.
5. The Director's evaluation was discussed in a closed meeting (closed at the Director's request; otherwise, it would have been an open meeting under the Open Meetings Act). The Director was not present for the initial discussion. The Board identified specific areas for which we expected changes before the 2014 evaluation.
6. The Director joined the Board in the closed meeting to discuss the Board's evaluation and expectations.
7. The Board then reconvened in an open meeting to review the final results of the evaluation process.
8. The expectations for improvement were outlined in an overall evaluation memo to the Director. The composite evaluation based on the survey tool was attached to the memo.

Proposed Process for 2014

The Personnel Committee is recommending that we use the same process as last year with one significant change involving the Director's self-evaluation.

1. The evaluation survey link will be sent out to Board members with instructions a week before the April 21st Board meeting.
2. Instead of the Director doing her self-evaluation using the online survey tool, we propose that she present her self-evaluation orally to the Board at the April 21st Board meeting.
 - a. The self-evaluation is to be a formal presentation.
 - b. It must address *in detail* each of the four main responsibility areas outlined in Section 6A through 6D in her employment agreement. Specifically, *for each area*, she must:
 - i. Describe her understanding of her responsibilities.
 - ii. Describe her activities over the last year.
 - iii. Highlight her achievements and disappointments.
 - iv. Describe her goals for the next year.
 - c. It must also address *in detail* each of the five expectations listed in the 2013 Performance Review & Expectations memo. Specifically, *for each expectation*, she must:
 - i. Describe her understanding of the expectation and the reason(s) for it.
 - ii. Describe what she has done to meet/exceed the expectation.
 - iii. Describe failures, if any, to meet any of the expectations, including an explanation for the failure.
 - d. It must include a description of the Director's vision and goals for the BDL.
 - e. It can include anything else the Director would like the Board to consider in evaluating her performance.
 - f. The length of the presentation should be between 30-60 minutes, and it may include the use of visual elements, e.g., a PowerPoint slide show.
3. Following the self-evaluation presentation, Board members will do their online evaluations & submit them by the specified deadline. The Personnel Committee Chair will prepare the composite evaluation for discussion at the May 19th Board meeting.
4. The goal is to complete the evaluation process at the May 19th meeting.

Questions? Discussion?