



Branch District Library MEMO

DRAFT 2/23/2015

To: Branch District Library Board
From: Personnel Committee
Date: March 16, 2015
Re: **Director's Performance Evaluation**

Our employment agreement with Evette Atkin says, "The Board shall evaluate the Employee in May of each year." In order to meet that requirement, we need to get started on the performance review process. The purpose of this memo is to outline a proposed process for the Board's review and approval.

Proposed Process for 2015

The Personnel Committee is recommending that we use a process similar to that used last year, but using a simplified evaluation form (discussed below & copy attached). The process would be as follows:

1. The evaluation form will be sent out to Board members with instructions a week before the April 20th Board meeting.
2. Evette will present her self-evaluation orally to the Board at the April 20th Board meeting.
 - a. The self-evaluation will be a formal presentation.
 - b. It must address *in detail* each of the four main responsibility areas outlined in Section 6 of 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 include a presentation of Evette's vision for the BDL.
 - d. It must include specific goals that Evette intends to achieve during the next evaluation year. They must include 3-5 goals to improve BDL programs, services and/or operations, and 2-4 goals for Evette's professional development.
 - e. It can include anything else Evette would like the Board to consider in evaluating her performance.
 - f. The length of the presentation should be between 60-90 minutes (including time for questions & answers), and it may include the use of visual elements, e.g., a PowerPoint

slide show. If a slide show is used, Evette should have copies of the slides for each Board member to use in taking notes during her presentation.

3. Following the self-evaluation presentation, Board members will do their individual evaluations & send them to Martha by the specified deadline. The Personnel Committee Chair will prepare the composite evaluation & recommendation for discussion at the May 18th Board meeting.
4. The goal is to complete the evaluation process at the May 18th Board meeting.

Revised Evaluation Form

The Personnel Committee believes that the performance evaluation tool used in 2013 & 2014 was too complicated for the benefit derived from the process. The Committee recommends using a simple form and simplified rating categories. The form may be completed on a paper form or online using a fillable PDF. Evette will be rated on each of the 4 responsibility areas listed in her employment agreement as well as on her overall performance. The rating categories and their definitions are below.

Outstanding	Performance at this level <i>consistently exceeds expectations</i> in terms of outcomes achieved, work quality, quantity, and timeliness. The employee exhibits mastery of all dimensions of the field of work performed.
Meets Expectations	Performance at this level <i>is satisfactory</i> in terms of outcomes achieved, work quality, quantity, and timeliness. The employee competently achieves the requirements of the position.
Needs Improvement	Performance at this level <i>is minimally acceptable</i> , but below the level expected of a fully capable employee. Improvement is required in significant dimensions of the job in terms of outcomes achieved, work quality, quantity, and timeliness. <i>If you select this rating, you must describe the specific things that need to be improved & the specific improvements you expect her to make. Specificity is very important.</i>
Unsatisfactory	Performance at this level <i>is unacceptable</i> . The employee often fails to achieve basic requirements of the position and has exhibited little or no improvement in job performance. <i>If you select this rating, you must describe the specific things that need to be improved & the specific improvements you expect her to make. Specificity is very important.</i> <i>If you select this rating for your overall rating, you are saying that you believe Evette’s contract should not be renewed. If you select this rating, you must describe the specific ways in which you believe her performance is unsatisfactory. Specificity is very important.</i>
Don’t Know	Use this rating ONLY if you don’t know about Evette’s performance on more than 75% of the responsibilities represented by this category.

Recommendation

The Personnel Committee recommends adoption of this proposed process, the new evaluation form, and the rating categories as listed and defined.



Performance Review – Branch District Library Director

Director: Evette M. Atkin Rater: _____ Date: _____

DRAFT 2/23/2015

Job Responsibilities	Comments (if any)	Rating
<p>Administration</p> <p>Oversees the Library’s day-to-day operations in accord with the Plan of Service, Board policies, and all applicable state & federal laws and regulations. Recommends new or changed policies as needed. Develops and/or revises a long-range plan of service for BDL. Schedules & attends monthly BDL & Coldwater Public Library Board meetings and, as needed, committee meetings. Provides the BDL Board with monthly reports on Library activities & new trends in library management. Hires (in accord with Director’s contract) & supervises all Library employees including, but not limited to, assigning work; evaluating performance; training; coaching, counseling & disciplining as needed; & maintaining records). Manages Library activities and services on a district-wide basis, while considering the unique needs of the branches. Develops & maintains effective working relationships with local government officials.</p>		<input type="checkbox"/> Outstanding <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Don’t Know
<p>Financial Management</p> <p>Effectively manages the Library’s finances. Develops a preliminary budget & submits it to the Board’s Finance Committee by October 1 each year. Monitors the approved annual budget throughout the year and provides monthly financial reports to the Board. Monitors Library investments. Seeks out, applies for & administers grants, gifts & donations. Works closely with the Library’s independent accounting firm to ensure that the Library’s finances are on a sound footing each year.</p>		<input type="checkbox"/> Outstanding <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Don’t Know

<p>Facilities Management</p> <p>Monitors the facilities of the BDL and ensures that maintenance needs are met. Pays particular attention to the preservation needs of the Edwin R. Clarke Building. Monitors the performance of contractors working on the building. Coordinates with the owners of the branch facilities any needed maintenance in each branch.</p>		<input type="checkbox"/> Outstanding <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Don't Know
<p>Leadership</p> <p>Guides the staff in collection development and library programming to meet the educational, informational, & recreational needs of BDL patrons & communities. Actively works to increase awareness of, and support for, the importance of the BDL and its activities. Demonstrates excellent human relations skills in bringing the staff of all the branches together into a cohesive whole, and in representing the Library to the media, branch advisory boards, Friends groups, community groups, & government agencies.</p>		<input type="checkbox"/> Outstanding <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Don't Know
<p>OVERALL RATING: <input type="checkbox"/> Outstanding <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Don't Know</p> <p>OVERALL COMMENTS:</p> <p>Rater's Signature: _____ Date: _____</p>		