



Branch District Library MEMO

To: BDL Board of Trustees
From: BDL Personnel Committee
Date: 15 February 2021
Re: 2020-2021 Performance Evaluation of Library Director John Rucker

John Rucker's employment contract says that the Board is to evaluate his performance no later than the end of April each year (section 2A). Below is our proposed process and timeline for evaluating John's job performance over the past 12 months. It is pretty much the same as we have done for directors in the past.

February Board Meeting – Review and approve (with changes as necessary) the process proposed by the Personnel Committee.

March Board Meeting – John makes his self-evaluation presentation to the Board & the Board can ask questions. Evaluation forms will be provided to each Board member.

March 31st – Board members' individual evaluations of John's performance will be due to Martha who will compile them into a single document. Each board member's exact ratings and every comment will be recorded as part of the composite document.

April Board Meeting – The Board will review & discuss John's performance & the compiled evaluation document and must vote on motions to approve the evaluation and to extend his contract for another year. We will also discuss new performance expectations for 2021-2022. If John requests, the discussion will occur in a closed meeting. Final decisions on the overall evaluation and contract renewal will be made in open meeting.

A copy of the John's performance evaluation from last year is attached. We recommend that we use the same or a similar evaluation form this year.

Motion: Martha Watson, on behalf of the Personnel Committee, moves that the Board accept the process and timeline outlined in this memo for the annual review of John Rucker's performance.



2019-2020 Composite Performance Review – John Rucker
Branch District Library Director

Job Responsibilities (from Section 5 of Employment Agreement)	Rating	Comments
5A. The Employee oversees all operations of the Employer in accord with the Branch District Library Plan of Service, the Michigan District Library Establishment Act, the Open Meetings Act, the Freedom of Information Act, and all other applicable laws and rules.	5 Meets Expectations 0 Needs Improvement 0 Unsatisfactory 1 Don't Know	Rater 1 – Rater 2 – Rater 3 – Rater 4 – Rater 5 – Rater 6 – Rater 7 –
5B. The Employee shall manage the following: personnel, budget preparation and finances, policy and project development, facilities, community relations and any other needs under the broad guidance and direction of the Board. The Employee must consult with the Board's Personnel Committee before terminating any employee.	3 Meets Expectations 2 Needs Improvement 0 Unsatisfactory 1 Don't Know	Rater 1 – Rater 2 – Rater 3 – Rater 4 – Rater 5 – Rater 6 – Rater 7 –
5C. The Employee attends all full Board meetings and, as needed or requested, board committee meetings.	6 Meets Expectations 0 Needs Improvement 0 Unsatisfactory 0 Don't Know	Rater 1 – Rater 2 – Rater 3 – Rater 4 – Rater 5 – Rater 6 – Rater 7 –
5D. The Employee represents the Board and the Branch District Library to other organizations as needed to carry out the Employee's duties and responsibilities.	5 Meets Expectations 0 Needs Improvement 0 Unsatisfactory 1 Don't Know	Rater 1 – Rater 2 – Rater 3 – Rater 4 – Rater 5 – Rater 6 – Rater 7 –

<p>5E. The Employee shall perform all professional and administrative duties in planning, developing, implementing and directing public library services for the Employer.</p>	<p>5 Meets Expectations 0 Needs Improvement 0 Unsatisfactory 1 Don't Know</p>	<p>Rater 1 - Rater 2 - Rater 3 - Rater 4 - Rater 5 - Rater 6 - Rater 7 -</p>
<p>2019-2020 Performance Expectations - Ongoing (from Board Memo to Rucker dated August 19, 2019)</p>	<p>Rating</p>	<p>Comments</p>
<p>1. Provide weekly email updates to the full Board and/or to one or more of the Board's committees to keep Board members or committee members informed of what's going on with the BDL every week.</p>	<p>3 Meets Expectations 2 Needs Improvement 0 Unsatisfactory 1 Don't Know</p>	<p>Rater 1 - Rater 2 - Rater 3 - Rater 4 - Rater 5 - Rater 6 - Rater 7 -</p>
<p>2. Meet with the BDL's stakeholders on a regular basis as outlined below. At evaluation time, please provide the Board with a list of all branch visits and meetings (dates, which manager).</p> <ul style="list-style-type: none"> a. Visit each Branch at least monthly. b. Spend a full day at each Branch every quarter. c. Meet regularly (at least once a year) with the advisory boards and Friends groups. d. Meet regularly (at least once a year) with the leaders of the 16 townships, cities & villages in the "district." This can be delegated to the assistant director or the director of public services on a case by case basis. e. Meet regularly (at least once a year) with the various civic organizations in the district. This can be delegated to the assistant director or the director of public services on a case by case basis. 	<p>0 Meets Expectations 5 Needs Improvement 0 Unsatisfactory 1 Don't Know</p>	<p>Rater 1 - Rater 2 - Rater 3 - Rater 4 - Rater 5 - Rater 6 - Rater 7 -</p>
<p>3. Effectively manage the staff in accord with the provisions of your contract and Board policies including, but not limited to, the following:</p> <ul style="list-style-type: none"> a. Make sure they are trained for the work they are assigned & provide developmental opportunities where appropriate; b. Recognize outstanding performance & provide appropriate consequences for less than satisfactory performance or inappropriate behavior; and c. Ensure that accurate job descriptions exist for each job class & that employees know what work & behavior is expected of them, as well as what is unacceptable. 	<p>2 Meets Expectations 1 Needs Improvement 2 Don't Know 1 No rating</p>	<p>Rater 1 - Rater 2 - Rater 3 - Rater 4 - Rater 5 - Rater 6 - Rater 7 -</p>

<p>2. Lead by example: communicate clearly, be fair, be honest, be objective, be consistent, avoid behavior that could be construed as favoritism, dress appropriately for a Library Director, and treat employees with respect.</p>	<p>5 Meets Expectations 0 Needs Improvement 0 Unsatisfactory 1 Don't Know</p>	<p>Rater 1 - Rater 2 - Rater 3 - Rater 4 - Rater 5 - Rater 6 - Rater 7 -</p>
<p>2019-2020 Specific Performance Expectations (from Board Memo to Rucker dated August 19, 2019)</p>	<p>Rating</p>	<p>Comments</p>
<p>1. "Right the ship," i.e., correct the errors of the past by taking the actions necessary to bring the Board a revised 2019 budget that is not grossly out of balance by FTEs and salary increases that were not part of the approved budget for 2018.</p>	<p>0 Completed 5 In progress 0 Little or no action 1 Don't Know</p>	<p>Rater 1 - Rater 2 - Rater 3 - Rater 4 - Rater 5 - Rater 6 - Rater 7 -</p>
<p>2. Propose to the Board systemic changes that will help the Board to better monitor the approved annual budget, particularly FTEs and personnel costs.</p>	<p>4 Completed 2 In progress 0 Little or no action 0 Don't Know</p>	<p>Rater 1 - Rater 2 - Rater 3 - Rater 4 - Rater 5 - Rater 6 - Rater 7 -</p>
<p>3. Produce a new personnel manual with the assistance of the Board's Personnel Committee.</p>	<p>6 Completed 0 In progress 0 Little or no action 0 Don't Know</p>	<p>Rater 1 - Rater 2 - Rater 3 - Rater 4 - Rater 5 - Rater 6 - Rater 7 -</p>

<p>4. Continue to reinforce the Board’s direction to reinforce whenever possible that the BDL is one organization with 6 branches.</p>	<p>0 Completed 6 In progress 0 Little or no action 0 Don’t Know</p>	<p>Rater 1 – Rater 2 – Rater 3 – Rater 4 – Rater 5 – Rater 6 – Rater 7 –</p>
<p>5. Update the collection development policy and submit it to the Board for approval.</p>	<p>0 Completed 6 In progress 0 Little or no action 0 Don’t Know</p>	<p>Rater 1 – Rater 2 – Rater 3 – Rater 4 – Rater 5 – Rater 6 – Rater 7 –</p>
<p>6. Develop new, more concise job descriptions for BDL positions and employees.</p>	<p>0 Completed 5 In progress 0 Little or no action 1 Don’t Know</p>	<p>Rater 1 – Rater 2 – Rater 3 – Rater 4 – Rater 5 – Rater 6 – Rater 7 –</p>
<p>7. Develop a plan for the next evaluation year (2019-2020) to get back to implementing the BDL Strategic Plan, including suggested changes.</p>	<p>0 Completed 3 In progress 0 Little or no action 3 Don’t Know</p>	<p>Rater 1 – Rater 2 – Rater 3 – Rater 4 – Don’t know Rater 5 – Rater 6 – Rater 7 –</p>

OVERALL RATING: Meets Expectations Needs Improvement Unsatisfactory No Rating

SHOULD PERSON'S EMPLOYMENT CONTRACT BE RENEWED FOR ANOTHER YEAR? Yes No No Rating

Overall Comments:

Rater 1 – Comments from Rater 1.

Rater 2 –

Rater 3 -

Rater 4 –

Rater 5 –

Rater 6 –

Rater 7 –

Individual trustee ratings compiled verbatim by Martha J. Watson, Personnel Committee Chair, BDL Board of Trustees **Date:**

Approved by BDL Board of Trustees: _____ **Date:** _____

Benjamin Jewell, President