



Branch District Library MEMO

To: BDL Board of Trustees
From: BDL Personnel Committee
Date: 18 June 2018
Re: 2018 Performance Evaluation of Library Director Linda Lyshol

Below is our proposed process and timeline for evaluating Linda's job performance over the past 12 months. It is pretty much the same as we have done in the past.

July Board Meeting – Linda makes her self-evaluation presentation to the Board & the Board can ask questions

July 30, 2018 – Board members' individual reviews of Linda's performance are 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.

August Board Meeting – Review & discussion of Linda's performance & the compiled evaluation document. We will also discuss new performance expectations for 2019. If Linda 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 recommended performance evaluation form is attached. You may wish to have it handy during Linda's self-evaluation presentation at the July meeting.

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 Linda Lyshol's performance.