

Georgina Public Library Board Policy Manual

Policy Title: DIRECTOR/CEO EVALUATION

Category: Governance

Intent

The intent of this policy is to outline the process for the performance review of the Georgina Public Library Director/CEO.

The evaluation process is an opportunity for the Board and the Director/CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:

- Establish clear and mutually agreed upon performance expectations.
- Provide feedback to the Director/CEO on their own performance and on the performance of the Library.
- Identify resources available to the Director/CEO to attain the expected performances.

Regulations

- The Library Board will establish a Director/CEO Evaluation ad hoc committee as required. Membership shall be comprised of the Board Chair, Vice-Chair, and up to two additional Board members.
- The performance evaluation is confidential. The only copies of the evaluation are in the Director/CEO's personnel file and in their possession. They are made available only to the individual, the current Board Chair, and the entire Board on request within a closed session meeting. Individual Board members, other than the Chair, do not have access to the Director/CEO's personnel file. Board members shall not keep confidential personnel files.
- The evaluation of the performance of the Director/CEO shall be carried out at a six month and a one year interval for a new hire, and annually thereafter on the anniversary date of employment.

Six Month Probationary Review

1. The Six-Month Probationary Review is an interim or mid-year review designed to assess the performance during the first half of the annual review period for new hires. Conducting a six-month review allows the Board to determine if the Director/CEO's performance is on track and to identify any changes necessary for the Director/CEO to reach their

objectives for the performance period. It also allows for course correction and should be considered a developmental and learning opportunity.

2. The following documents will be consulted in the preparation of the Six-Month Probationary Review:
 - a. An Initial Work Plan developed by the Director/CEO to be presented to the Board in their first month of employment which encompasses actions, measurements and target dates.
 - b. A draft Work Plan developed by the Director/CEO to be presented to the Board in the month following their probationary review in order to measure and achieve performance objectives.
 - c. A joint review of the current job description and any recommended changes if required.
 - d. The Director/CEO will conduct a self-evaluation of their own performance and submit it to the Committee.

Six Month Probationary Review Procedures

In the fifth month of employment:

1. The Board Chair shall inform the Board of the upcoming CEO performance review and form the Director/CEO Evaluation Committee.
2. All Board members will be requested to consider the first six months of the Director/CEO's performance and bring forward any observations and concerns about the Library, the Director/CEO's success in achieving their goals, and future directions of the Library.
3. The Committee will evaluate the Director/CEO's performance based on the actions identified in the Initial Work Plan, Director/CEO's self-evaluation, and the Board's observations.

In the sixth month of employment:

1. A closed session Board meeting will be scheduled.
2. The Committee Chair will distribute the documentation listed above relaying the Director/CEO's performance review during the closed session meeting.
3. The Board will review and discuss the documentation and Board member's observations. The Committee Chair will incorporate the Board's comments into the Director/CEO's performance review form.

4. The Committee Chair will meet with the CEO to convey the Board's performance review.
5. The Committee Chair will report back to the Board at the next meeting that the evaluation process was completed.

Annual Review

The Board Chair shall inform the Board of the upcoming CEO performance review and establish the Committee, not less than three months prior to the anniversary of the Directors/CEO's date of employment.

In the first month:

The Director/CEO Evaluation Committee shall:

1. Direct the Director/CEO to prepare and submit a document outlining the progress made towards achieving the Library's Strategic Plan and other organizational goals/initiatives to the Committee.
2. Select a minimum of four Library staff members to voluntarily and confidentially participate in a 360 evaluation of the Director/CEO, using the following criteria:
 - a. The staff member must have worked a complete year; staff who were absent because of leave, or who were hired partway through the year are not eligible to participate.
 - b. Include one staff member who is a manager.
 - c. Staff member(s) have the option to not respond.
 - d. The Committee has the option of requesting feedback from the Town Senior Leadership Team and Town Council.
3. Review the current Library Director/CEO Performance Evaluation Form.
4. Read documents submitted by the Director/CEO and the staff feedback forms, and complete the Director/CEO Performance Evaluation Form.

In the second month:

The Director/CEO Evaluation Committee shall:

1. Prepare a confidential written report to the Board and bring it forward to the next Board meeting in closed session to provide all Board members the opportunity to provide input.

In the third month:

- ~~1. The Evaluation Committee Chair will meet with the Director/CEO to deliver the evaluation.~~
- ~~2. The CEO will be given the opportunity (no less than two weeks) to prepare goals / initiatives for the coming year based on the results of the evaluation and input from the Evaluation Committee.~~
- ~~3. The Committee Chair will meet with the Director/CEO to complete the evaluation.~~

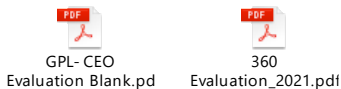
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And following:

1. At the monthly Board meeting immediately following the evaluation meeting between the Committee Chair and Director/CEO, the Committee Chair will report the completion and outcome of the performance review in a closed session meeting.
2. The Board Chair will send the final performance review documents to be placed in the confidential personnel file of the Director/CEO, at the Town. No distribution is made to Board members.

Attachments:

- Georgina Public Library CEO Performance Evaluation Form
- 360 Evaluation



POLICY HISTORY:	
Initial Draft	July 30, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	October 25, 2018
Board Review & Amendment	October 21, 2021; May 18, 2023; <u>March 21, 2024</u>