

Library Director Evaluation Policy

The Library Director Evaluation Policy provides a process by which the Board of Trustees of the DeKalb Public Library shall review and assess the performance of the Library Director and to identify objectives for the Director which are aligned with the Library's strategic plan and/or other guiding documents approved by the Board. The Board shall review the Director on an annual basis. The Board as a whole is responsible for evaluating the Director and shall undertake this responsibility as a body.

--Approved by the Board of Trustees 4/12/2023

Library Director Evaluation Procedure

1. Director Self-Evaluation: Each year the Director shall complete a self-evaluation, which may be done by completing a form or by such other means as the Board may determine.

 - a. The self-evaluation shall provide the Director's view of their performance in regard to their job description, goals established at the prior year's evaluation, and any additional achievements or setbacks from the year. The Director shall also include a salary request reflecting those given to other library staff members and any additional comments.
 - b. The Director shall submit a copy of their self-evaluation, current job description, prior review letter (if applicable), a copy of the annual report on the Strategic plan, and a blank copy of any form used by Trustees for their evaluation to each member of the Board of Trustees. The Director shall also submit an annual review letter template to the Board President. Such documents shall be delivered by email or in person at or before the regularly scheduled October meeting of the Board of Trustees.
2. Trustee Evaluations: Each Trustee shall individually evaluate the performance of the Director, which may be done by completing a form or by such other means as the Board may determine.

 - a. Trustees shall submit their evaluation to the Board President via email or in person at least 14 days prior to the regularly scheduled November meeting of the Board of Trustees.
 - b. The Board President may create a cover sheet compiling Trustee reviews and ratings.
 - c. The Board President shall distribute a copy of each Trustee's review and the cover sheet, if used, to each Trustee via email/mail or in person at least 7 days prior to the regularly scheduled November meeting of the Board of Trustees. If provided in hard copy, such documents are to be printed on colored paper.
3. Closed Session Board Evaluation. At the regularly scheduled November meeting of the Board of Trustees, the Board shall meet in closed session to review and discuss the Director's performance.

 - a. The Board shall interview the Director regarding their performance for the year and review the Director's self-evaluation and Trustee evaluation responses.
 - b. Using the information gathered from the reviews and the Library's strategic plan, the Board shall identify goals for the Director for the coming year.
 - c. The Board shall also select any performance evaluation comments to be shared with the Director.
 - d. The Board shall also consider the Director's salary for the next year, which will be determined via vote in open session.
 - e. During closed session, the Board shall communicate the goals and performance evaluation comments to the Director for the upcoming year. The Director shall have an opportunity to

provide comments on the focus areas or any other aspect of their evaluation. The Board shall have ultimate authority to establish the Director's goals and focus areas, provided that they are consistent with the Director's employment agreement and applicable law.

- f. The Board President shall collect any duplicate copies of review materials and immediately destroy them following adjournment of the meeting.

- 4. Open Session Board Discussion. The Board shall meet in open session to report on closed session discussion and to approve the Director's salary for the upcoming year.
- 5. Annual Evaluation Letter. The Board President shall finalize and send the letter to the Director containing the outcome of the review, comments, goals, and the Director's salary for the coming year.
- 6. Personnel Documentation. Prior to the regularly scheduled December meeting of the Board of Trustees the Board President shall place the original copy of each Trustee's evaluation, any cover sheet, the Director's self-review, and any other documentation considered during the evaluation into the Director's personnel file.