Massena Public Library

Director Evaluation Policy

Purpose

To provide a process by which the Massena Public Library Board of Trustees may

- provide the Director with clear understanding of the board's expectations
- ensure the Director and the Trustees are aware of how well the expectations are being met
- review and assess the performance of the Director
- identify objectives for the Director
- serve as a formal means of communication between the Trustees and the Director
- demonstrate sound management practices and accountability to the community

Policy Guidelines

The Board as a whole is responsible for evaluating the Director on an annual basis. The Personnel Committee shall research and recommend a Director Evaluation Form and process for the entire Board to review, adopt and implement. The Director Evaluation Form shall be agreed upon by the Trustees and the Director and based upon the Director's job description and progress in achieving goals in previous evaluations and the long-range plan.

All Trustees and the Director shall evaluate the Director's performance for the prior year. This evaluation may be done by completing a form or by such other means as the Board may determine. The performance review will focus on the areas established for the prior year (if any), the Director's job description, progress in accomplishing goals and objectives in the Library's long-range plan and the success of Library programs in meeting community needs. After the Trustees and the Director have completed the evaluations, the Board President shall compile all the responses from the Trustees and Director and distribute to the Board and Director.

The Board shall meet in executive session with the Director to review and discuss the evaluations. The Board and Director shall identify focus areas for the Director for the upcoming year that align with the Library's long-range plan and/or other guiding documents approved by the Board and any performance evaluation comments by the Trustees. The Director shall have an opportunity to provide comments on the focus areas or any other aspect of his or her evaluation.

The President shall deliver a copy of the confidential performance evaluation responses, comments from the Board, and list of focus areas identified by the Board to the Director. The President and Director shall sign a form acknowledging receipt of the performance evaluation and focus areas.

Adopted by the Massena Public Library Board of Trustees October 8, 2024.