

## Madison Public Library

### Library Director Evaluation Policy

#### **PURPOSE**

The purpose of this policy is to provide a process by which the Board of Directors ("Board") of the Madison Public Library ("Library") may annually review and assess the performance of the Library Director and to identify objectives for the Library Director which are aligned with the Library's strategic plan.

#### **POLICY GUIDELINES**

The Board as a whole is responsible for evaluating the Library Director, however the President of the Library Board may appoint a special committee to implement this policy.

1. Library Director Self-Evaluation. Each year, the Library Director shall evaluate his or her performance for the prior calendar year. This self-evaluation may be done by completing the self-evaluation form in Exhibit A or by such other means as the Board may determine. The Library Director will review his or her performance against goals established for the year under review, the Library Director's job description, and the success of Library programs.
2. Board Evaluation of Library Director. Each year, each member of the Board ("Director") may evaluate the performance of the Library Director for the prior calendar year by completing the Library Director Performance Evaluation form in Exhibit B. Each Director will review the Library Director's performance against goals established for the year under review, the Library Director's job description, and the success of Library programs. Library staff shall ensure that each Director has access to the Library Director's job description and any goals established for the year under review. Directors shall not be required to complete Library Director performance evaluations.
3. Review of Evaluations. After the Library Director has completed his or her self-evaluation and the Directors have completed their individual evaluations, the Board shall meet in closed session to review and discuss the Library Director's self-evaluation and the Directors' performance evaluations. The Board shall identify (a) goals for the Library Director for the current year that align with the Library's strategic plan and (b) any performance evaluation comments the Board wishes to provide to the Library Director.
4. Establishing Goals. The President or other Director appointed by the President shall provide any performance evaluation comments and deliver the annual goals identified by the Board to the Library Director. The Library Director shall have an opportunity to provide comments on the annual goals. The Board shall have ultimate authority to establish the Library Director's annual goals, provided that they are consistent with the Library Director's employment agreement and applicable law. The Library Director shall sign a form acknowledging receipt of the annual goals, such as the form provided in Exhibit C.

## **POLICY HISTORY**

The Board adopted this policy on \_\_\_\_\_, 2017. This policy shall be reviewed by the Board at least every five years.

Exhibit A

Madison Public Library

Library Director Self-evaluation Form

Name: \_\_\_\_\_  
Self-evaluation Date: \_\_\_\_\_  
Evaluation Period/Year: \_\_\_\_\_  
Date of Board Review: \_\_\_\_\_

1. List your major accomplishments during the year. Please describe to what extent these accomplishments achieve goals described in the prior year's evaluation or the Library's strategic plan.
2. What do you feel are your strongest work areas?
3. In what areas do you feel you've made improvements or changes?
4. In what areas do you require additional support?
5. What are your goals for next year?

Exhibit B

Madison Public Library

Library Director Performance Evaluation

*See attached.*

DRAFT

Exhibit C

Madison Public Library

Annual Goal Form

The Madison Public Library Board of Directors has established the following goals for the Library Director for the 20\_\_ year.

1. [Goal # 1]
2. [Goal # 2]
3. [Goal # 3]

This document shall not be considered an agreement by the Library Director or the Board of Directors, and it is not legally binding. The parties acknowledge receipt of this Annual Goal Form on \_\_\_\_\_, 20\_\_:

Madison Public Library Board of Directors:

Library Director:

BY \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

