

## Madison Public Library

### Procedures for Implementing: Library Director Evaluation Policy

Purpose. This document describes the procedures which the Board of Directors ("Board") of the Madison Public Library ("Library") may implement in order to review the Library Director in compliance with the Library Director Evaluation Policy.

First Board Meeting. The Board President or a designee should decide when to begin the review process by requesting that the Library Director evaluation be put on the Board meeting agenda.

- Once the Library Director evaluation is on the Board meeting agenda, a Library employee or a City of Madison--Human Resources employee ("HR Representative") designated by the President should prepare (1) copies of the Library Director's job description, (2) copies of focus areas from the prior review, (3) a copy of the Library Director self-evaluation form approved by the President ("Self-evaluation Form"), (4) copies of the Library Director evaluation form for Board Members or stakeholders approved by the President ("Evaluation Form"), and (5) any other materials that may be necessary to complete the review. These materials should be made available to the Library Director and Board members at the meeting.
- During the Board meeting, the Board President or designee should:
  - Request all other evaluation materials completed since the previous evaluation be submitted to the President.
  - Provide an overview of the Library Director Evaluation process.
  - Lead a discussion of whether Library staff and/or stakeholders should be invited to participate in the Library Director Evaluation process. The President's determination will be final. If approved, the Board President in consultation with the subcommittee may select 2-5 staff members or stakeholders to complete the Evaluation Form.
  - Direct the Library Director to complete the Self-evaluation Form.
  - Direct the Library Board members to complete the Evaluation Form. The Evaluation Form may be completed electronically or in hard copy.
  - Direct City HR to contact the staff members or stakeholders to request completion of the Evaluation Form (as necessary). The President or designee may direct Library staff or the HR Representative to modify the Evaluation Form in a way that is appropriate for the staff member or stakeholder.

#### Completing the Evaluations.

- The Library Director, Board Members, staff members and stakeholders (if any) should complete the Self-evaluation Form or Evaluation Forms.

- Completed forms should be submitted to the HR Representative.
- The HR Representative shall compile the responses, without attribution, in a document that is available to Board members ("Evaluation Summary").

Second Meeting. The subcommittee should meet in closed session to (1) review the Evaluation Summary, (2) propose focus areas for the Library Director and (3) identify any performance evaluation comments the Board wishes to provide to the Library Director.

Delivering the Evaluation.

- Following the subcommittee meeting, the President, HR Representative, or designee appointed by the President shall (1) communicate any performance evaluation comments from the subcommittee, and (2) deliver the Evaluation Summary (which may be redacted to protect confidentiality).Third Meeting. The full board will go into closed session to review the proposed focus areas from the Library Director and the subcommittee. They will jointly decide on the three focus areas.
- After discussion with the Library Director and any agreed revisions to the focus areas, the Library Director shall sign a form acknowledging receipt of the evaluation summary and focus areas, which shall be delivered to the HR Representative and Board members.
- Board president reports back on any agreed revisions to the focus areas to the full Board.

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Library Director Self-evaluation Form

Name: \_\_\_\_\_  
Self-evaluation Date: \_\_\_\_\_  
Date of Board Review: \_\_\_\_\_

1. List your major accomplishments during the prior year. Please describe to what extent these accomplishments achieve focus areas described in the prior year's evaluation or the Library's strategic plan and/or other guiding documents approved by the Board.

2. What do you feel are your strongest work areas?

3. In what areas do you feel you need to make improvements or changes?

4. In what areas do you require additional support?

5. Do you propose your focus areas differ or change from previous focus areas? What are your focus areas for next year?

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Focus Area Form

The Madison Public Library Board of Directors has established the following focus areas for the Library Director:

1. [Focus area # 1]
2. [Focus area # 2]
3. [Focus area # 3]

The Board may change the focus areas, provided that the Library Director has had reasonable opportunity to review and comment on the revised focus areas. This is not a contract.

Madison Public Library Board of Directors:

Library Director:

BY \_\_\_\_\_

\_\_\_\_\_

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

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

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

Date: \_\_\_\_\_, 20\_\_