

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 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 should:
 - 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 Library Director 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 Library staff to contact the staff members or stakeholders to request completion of the Evaluation Form (as necessary). The President 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 Board Meeting. At a subsequent Board meeting, the Board 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 Board meeting, the President, HR Representative, or other Board member appointed by the President shall (1) communicate any performance evaluation comments from the Board, (2) deliver the Evaluation Summary (which may be redacted to protect confidentiality), and (3) provide a list of focus areas proposed by the Board.
- 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 focus areas, which shall be delivered to the HR Representative and Board members.