

LIBRARY DIRECTOR EVALUATION POLICY KIMBALL PUBLIC LIBRARY

POLICY

The Board of Trustees will evaluate the performance of the Library Director annually. This performance evaluation provides a basis for library operation, professional development and growth.

PROCEDURE AND TIMELINE

The Library Director's performance is evaluated against a set of written goals which are approved each year at the November meeting, the responsibilities described in the Kimball Public Library Community Needs Plan and the City of Kimball's Library Director Position Description.

August:

The Board of Trustees President will:

1. Have each library employee complete a Library Director Evaluation.
2. Have the Library Director perform a self-evaluation utilizing the Library Director Evaluation.
3. Gather and compile the employees' evaluation feedback.
4. Prepare a summary of the employees' evaluation feedback for the regularly scheduled Board of Trustees September meeting.

September:

The Board of Trustees President will:

1. At least one week prior to the September board meeting, submit the summary of the library employees' evaluations. (The original material submitted to the Board President is confidential to the public and the Library Director, but may be made available to any trustee at his/her request.)
2. Obtain the Library Director's self-evaluation prior to the September board meeting.
3. Have the Library Director start compiling short and long term goals to be discussed and approved in the October board meeting.

During the September board meeting, the Board of Trustees will:

1. Review the summary of the library employees' evaluations.
2. Review the Library Director's self-evaluation.
3. Perform the Library Director Evaluation in an Executive Session unless the Director desires otherwise.

October:

During the October board meeting, the Board of Trustees will:

1. Review the Library Director's Evaluation with him/her.
2. Sign the Director's Evaluation.
3. Review and approve the Director's goals and personal development, if applicable.

October (continued):

The Board of Trustees President will:

1. Take the original signed copy of the Library Director's Evaluation to the City of

Kimball Administrator.

In the event of a new-hire Library Director, a 6-month post hire self-evaluation shall be completed by the Director utilizing the Library Director Evaluation form. The Board will review the Director's self-evaluation at the proceeding monthly meeting. The purpose of this evaluation is to check in with and to aide in the development of the Library Director.

APPROVED 5/14/2018

REVISED AND APPROVED 02/10/2020

Reviewed and Approved 1/11/2021