

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

EVALUATION OF THE LIBRARY DIRECTOR

Evaluating the Library Director is one of the more difficult tasks faced by the Board of Trustees. A well-executed evaluation is the culmination of formal and informal communication carried out throughout the year regarding the activities of the Director.

Factors to consider when evaluating the Director:

1. The Director's performance as it relates to a written job description.
2. A list of objectives for the preceding year.
3. The success of the library in carrying out service programs, as well as the Director's contribution to that success.
4. Is the library in good financial shape?
5. Is use of the library increasing?
6. Does the Director communicate effectively to staff / are they a good supervisor?
7. Does the Director accurately and fully provide the Board with the information you need to do your job and/or well-considered advice?

TIMETABLE FOR DIRECTOR'S EVALUATION

WHEN	WHAT
December Regular Board Meeting	<p>The Director presents each Board Trustee with a packet containing:</p> <ul style="list-style-type: none"> • Director's written job description • Director's self-evaluation/report (incl. salary request and budget allocation) • Instructions • Blank evaluation form <p>Immediately following the meeting, digital versions of documents are emailed to Board Trustees.</p>
January 1	<p>Board Trustees complete evaluation form and email/deliver to the current Board President.</p> <p>Board President tabulates and compiles all trustee input into a single evaluation draft.</p>
January Executive Session BEFORE Regular Board Meeting	<p>In an Executive Session immediately prior to the regularly scheduled January Board Meeting, the Board reviews the draft prepared by the President, suggesting any necessary revisions and sets the salary for the coming year.</p>
January Regular Board Meeting	<p>In an Action Item on the open meeting, the Board votes to approve the Director's salary effective January 1.</p>

February 1

The Board President arranges a private meeting with the Director to review the finalized evaluation. The document is signed by the President, acknowledged by the Director, and placed in the personnel file.

The evaluation should remain confidential in a closed, personnel file within the Library.

Adopted: 05/1978
Revised: 04/13/86
Revised: 05/13/86
Revised: 03/16/93
Revised: 06/24/08
Revised: 06/18/13
Revised: 06/21/22