

Annual Performance Evaluation of the Director

PROCEDURES:

1. The evaluation form is to be given to the Library Board of Directors at the January meeting.
2. The Board members are to return the completed forms to the president one week before the February meeting.
3. The president and another executive of the Board of Trustees will compile the data.
4. The president will present the results to the Board in Executive Session, at the February meeting.
5. The Library Director is to be provided with the results of the evaluation at the February meeting immediately following the Executive Session.
6. If the Director has any questions or comments concerning the evaluation results, the Director should have time to develop answers after the Executive Session and before meeting with the Board.
7. If there are no questions or comments, the evaluation process is complete for the year.

THE EVALUATION PROCESS

1. Be open and objective. The process should foster open communication and be based upon objective assessment of behavior, not personality traits.
2. There should be a two-way exchange, with feedback from the Director. The Board needs to evaluate itself and its effectiveness.
3. Be positive and constructive.
4. Base evaluations upon mutual trust and respect. Each party must be prepared to listen responsively to the other, be flexible in its dealing and strive for mutual agreement.
5. Establish mutually shared expectations and objectives. One member
- 6.
- 7.
8. member on a seven-member board whose perspective might pose many pitfalls can be partially offset if the Board and the Library Director consciously establish objective performance criteria and expectations.
9. Avoid surprises completely. Evaluative communication should be ongoing; it should not be stored up, then unloaded at the end of the year. The performance review is a time for summing up and looking ahead.
10. Keep the process and communication clear and simple.
11. Provide a relaxed atmosphere for discussion.

The library director is responsible for the development and accomplishment of library goals as defined in the Goals and Objectives Yearly Plan. To be completed by February 1 this form is used by the Library

Board and the Director for the evaluation of accomplishment of the Goals and Objectives Yearly Plan. Refer to Yearly Goals and Objectives (Section B-300) when completing this form.

<i>Goals and Objectives</i>	<i>Self-Assessment</i>	<i>Board Assessment</i>
1. Champion reading and literacy. Comment:	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress
2. Support lifelong learning in the Maryville community in alignment with community needs. Comment:	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress
3. Empower individuals in their own creative endeavors. Comment:	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress
4. Ensure the library operates at the highest possible standards. Comment:	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress
5. Determine long-term funding goals and control expenses. Comment:	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress	<input type="checkbox"/> No progress <input type="checkbox"/> Some progress <input type="checkbox"/> Significant progress <input type="checkbox"/> Exceptional progress

Additional comments: