



Dryden Public Library Board

POLICY

SECTION: OPERATIONAL	NO: GN-04
TITLE: Evaluation of the CEO	Date: January 2022
	Next Review Date: January 2026

1.0 Policy Statement

1.1 It is the responsibility of the Dryden Public Library Board to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The library board oversees the performance of the CEO and supports their development. As part of this process the library board and CEO engage in annual performance planning and review. This process facilitates communication and ensures that the board's priorities are achieved. This policy sets out the basis for the CEO evaluation.

2.0 Framework for Evaluation

2.1 The Dryden Public Library Board will make use of the City of Dryden Performance Management Policy and documents as a guideline for Board's evaluation of the CEO.

2.2 The CEO's performance will be evaluated during the probationary period (as per the contract) and annually thereafter. The library board shall:

- a) prepare an updated job description, as applicable, which states the responsibilities of the CEO
- b) develop, with the CEO, annual performance objectives based on the strategic priorities of the library board
- c) appraise the CEO's performance based on set performance objectives, objectives outlined in the current Strategic Plan, progress towards achieving the board's priorities and compliance with board policies

2.3 Information collected to assess the performance of the CEO may include:

- a) the annual report from the CEO on outcomes of the previous year's objectives and actions
- b) data on service performance measures such as circulation, membership, program statistics, collection development etc.

- 2.4 Both the employee and the evaluation committee shall sign the completed evaluation form. The employee shall be provided with a copy of the evaluation, while the original copy shall be retained in the City of Dryden’s Human Resources Department master personnel file.
- 2.5 As outlined in the City of Dryden Performance Management Policy the CEO and the Board Chair and/or evaluation committee shall meet regularly throughout the performance cycle to provide feedback and coaching and to monitor progress toward objectives.
- 2.6 In the case that the CEO’s performance does not meet the objectives set either party (the CEO or evaluation committee) may request more frequent progress reviews. The committee may offer training and/or mentoring opportunities to address specific issues.

3.0 Evaluation Committee

- 3.1 As per the Dryden Public Library Board Bylaws an evaluation committee made up of the chair and vice-chair will oversee the annual review. Members of the board may request a copy of the evaluation or a report from the committee.

Related Documents:

City of Dryden. *HR-PM-01 Performance Management System for Non-Union Employees*

City of Dryden. *HP-PM-01 Performance Management Forms.*

History			
Approval Date:	January 17, 2022	Approved by:	M Benson
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	