



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>	<b>NO: GN-04</b>
<b>TITLE: Evaluation of the CEO</b>	<b>Date: March 2024</b>
	<b>Next Review Date: March 2028</b>

### 1.0 Policy Statement

1.1 The Dryden Public Library Board must hire a qualified and competent person as the Chief Executive Officer (CEO). The Library Board oversees the performance of the CEO and supports their development. This policy sets out how the CEO is evaluated.

### 2.0 Framework for Evaluation

2.1 The Dryden Public Library Board will use the City of Dryden's *HR-PM-01 Performance Management System for Non Union Employees Policy* and documents as a guideline for evaluating the CEO.

2.2 The CEO's performance will be reviewed once a year. It will also be evaluated during their probationary period (as per the contract). The Library Board shall:

- a) review and update the CEO job description.
- b) develop, with the CEO, annual performance objectives based on the strategic priorities of the Library and the Board's priorities.
- c) appraise the CEO's performance based on previously set objectives and compliance with board policies.

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

- a) a report from the CEO about the previous year's objectives and actions.
- b) data on service performance such as circulation, membership, program statistics, collection development etc.
- c) Feedback from staff. Feedback shall be collected anonymously and not shared with the CEO. Staff may be asked to provide feedback in five areas:
  - i. Staff management
  - ii. Library management
  - iii. City relationship
  - iv. Community relationships
  - v. Other comments

2.4 Both the employee and the evaluation committee shall sign the completed evaluation form. The employee will get a copy, while the original shall be kept 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 during the year to provide feedback and coaching and to monitor progress toward objectives.

2.6 If the CEO’s performance does not meet the objectives, more frequent progress reviews may be requested. 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, the evaluation committee includes the Chair and Vice-Chair. Members of the Board will get 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			
<b>Approval Date:</b>	January 17, 2022	<b>Approved by:</b>	M Benson
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