

Ames Public Library Policy
Section: Administration
Subject: Director Performance Evaluation

Board of Trustees
Approved: 8/97
Reviewed: 1/03, 1/05, 1/08, 1/11
Revised: 1/03, 1/04, 1/05, 1/08, 1/11

Policy

The Board of Trustees will evaluate the performance of the Library Director annually. This performance evaluation provides a basis for pay decisions, disciplinary actions, and dismissal. This evaluation process should not be seen as just an annual event, but as a continuous guide and reference for the Board and Director throughout the year. The process should be reviewed annually to meet changing circumstances.

Committee Appointment

The president of the Board of Trustees shall appoint a three-person committee to oversee this process. This committee will be called the Director's Evaluation Committee (DEC). At least one member must be from the Executive Committee of the Board of Trustees. At least one member must have previously participated in the DEC (or its previous iterations). (Both conditions may be met through the participation of one individual.)

Procedure

The Director's performance is evaluated against a set of written goals, which are approved by the Board on or before the April Board meeting for the coming evaluation year after negotiation with the Director. The DEC conducts the evaluation process and submits the result and its recommendation to the Board of Trustees.

The Director will:

1. prepare a written narrative self-evaluation;
2. complete the evaluation feedback form (as a self-assessment);
3. provide draft goals and development plan.

The director shall submit all of the above documentation to the DEC under the schedule outlined below.

Using the information submitted by the Director, the DEC will:

1. Distribute an evaluation feedback form to all senior supervisory staff, the Director, the Board of Trustees, and selected external reviewers. External reviewers will be selected by the DEC and may consist, in part, of persons submitted to the DEC by the Director.

2. Gather and compile evaluation feedback forms. (Process to be determined by each DEC.)
3. Prepare an executive summary of the results that will be provided to the director as a part of the evaluation.
4. Review and comment upon achievement of the previous year's goals, job duties, performance, and development plan as a part of the evaluation process.
5. Produce an overall summary of the director's performance in a narrative format highlighting goals and accomplishments, strengths and weaknesses, and areas for development.
6. Recommend the annual salary adjustment for the director.

Compensation

The DEC should annually analyze the director's salary with the following factors in mind:

1. Merit
2. Internal Equity (within Library and within City of Ames Department Directors)
3. Market (State and Regional)

The DEC should also annually request and analyze the previous fiscal year's city department heads average compensation increases.

Timeline

August - October

The Board President requests library market, Ames City peers and internal staff salaries data (after July 1st of each year and prior to the December Board meeting).

November - December

A committee shall be appointed by the President of the Board of Trustees no later than the December Board meeting to conduct the director's evaluation process. This committee will be called the DEC.

December

The Board President will furnish the salary and equity data to the newly appointed DEC.

January

The Director may request that the DEC distribute up to eight (8) feedback forms to specific external reviewers.

The DEC prepares and distributes feedback forms to selected Library staff, and external reviewers prior to the February Board meeting.

The Director submits self-evaluation, draft goals, and development plan for the upcoming year to DEC no later than the February Board meeting.

February - March

The DEC reviews feedback forms and meets with the Director for the performance evaluation prior to the March Board meeting.

The Library Director receives the DEC final written evaluation at least one week prior to the March Board meeting.

The DEC submits its formal written evaluation to the Board at least two days before the March Board meeting.

The DEC analyzes and recommends the annual director's salary adjustment to the Board.

At the March meeting, the Board of Trustees will:

1. approve the director's performance evaluation;
2. set the director's salary for the fiscal year beginning July 1.

May

The Board of Trustees will approve the director's goals and development plan for the coming year.