

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

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

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 measured against a set of written performance measures, which are approved by the DEC and the Board on or before the April Board meeting for the coming evaluation year (period) 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 comprehensive evaluation tool
3. provide draft goals, performance measures and development plan

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

The DEC will

1. prepare and distribute written feedback instruments to all permanent Library staff, the Director, the Board of Trustees, and selected external reviewers.
 - a. A condensed survey to be determined every year by the DEC will be distributed to Library staff not directly reporting to the director.
 - b. External reviewers will also be asked to provide feedback using this condensed survey. External reviewers will be selected by the DEC and will consist, in part, of persons submitted to the DEC by the Director.

- c. Direct reports, the Ames City Manager, the Board of Trustees and the Library Director will complete a comprehensive written evaluation. This evaluation will include a combination of narrative feedback and Likert scale questions.
2. gather and compile both condensed and comprehensive feedback tools. (Process to be determined by each DEC.)
3. prepare an executive summary of the results 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 measures 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

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

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 Executive Committee of the Board will furnish a copy of the summary report resulting from the staff focus group interviews to the DEC, upon their appointment in December.

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

The Director submits written self-evaluation, the names and contact information of up to eight external reviewers, and draft goals and job duties for the upcoming year to the DEC no later than the January Board meeting.

January

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

The Director submits draft goals and performance measures 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.

The DEC submits the director's goals, development plan, and performance measures for the coming year to the Board during the March meeting.

At the March meeting, the Board of Trustees will:

1. approve the director's goals, development plan, and performance measures for the coming year
2. approve the director's performance evaluation
3. set the director's salary for the fiscal year beginning July 1.

THIS MUST BE COMPLETED AT THE MARCH MEETING because the composition of the Board of Trustees changes after this meeting in odd numbered years.