

- Analyze the salary and longevity data provided by the Board President, with the following factors in mind:
 - Performance
 - Internal Equity (as compared to other Library Directors and City of Ames Department Directors)
 - Market (State and Regional)

March:

At least one week prior to the regular March Board meeting, the DEC will submit its draft evaluation with appropriate supporting materials to the Trustees and Director. (Original material submitted to the DEC is confidential, but may be made available to any trustee at his/her request.) The draft evaluation will include review and comment upon the Director’s performance of job duties and achievement relative to the previous year’s goals and development plan, and a salary adjustment recommendation.

At the March meeting, the Board of Trustees will:

- Review the draft prepared by the DEC;
- Revise (if desired) and approve the Director's performance evaluation; and
- Set the Director's salary for the fiscal year beginning July 1.

After the March meeting, the DEC and Director will meet to finalize goals for the upcoming year, based on the evaluation as approved by the Board.

April:

At the April meeting, the Board of Trustees will approve the Director's goals and development plan for the coming year.

June:

The President of the Board will appoint a DEC to determine a process and conduct the next evaluation no later than the date of the regular June Board meeting.