



P O Box 125 385 W 2nd Street Ione, OR 97843 www.ionepubliclibrary.com 541-561-9828

Library Director Evaluation Policy

The Board of Directors of the Ione Public Library has one senior management staff position, Library Director. The Library Director reports to the Board of Directors and is responsible for the day-to-day operations of the District. The Board of Directors has the authority and responsibility to administer the annual evaluation process of the Library Director.

Frequency

The District will evaluate the Library Director's performance as it relates to the duties in the job description and goals established for the District and Director at the six month hiring anniversary, again at twelve months, and annually thereafter. In addition to evaluating performance, the review will include opportunity to create annual goals and identify training needs for the Library Director. The annual evaluation timeline shall be created by the Board President and approved by the Board of Directors.

Procedure

The Board of Directors shall complete the Library Director evaluation using the following procedures:

1. The Board of Directors shall establish the evaluation and criteria in consultation with the Library Director. Any changes to the criteria and goals shall become effective after mutual agreement between the Board and the Library Director.
2. The Library Director shall complete a self evaluation form and submit it to the Board.
3. Board members shall complete individual evaluations, on forms with standard ratings and space for written comments, following receipt of the evaluation from the Library Director.
5. The input from the Board plus the Library Director, as well as the forms themselves, shall be compiled by the Board President.
6. The final draft of the evaluation is then presented to the Library Director. Scored areas will be averaged as appropriate. The written statements of the evaluations shall be included.
7. The Library Director shall have one week to review the final draft of the evaluation and develop written comments in response. These comments shall be submitted first to the Board of Directors with the proposed evaluation.

8. The evaluation shall at all times be reviewed in executive session meetings unless the Library Director requests that it be conducted in public.
9. The President shall meet with the Library Director to review the evaluation, develop goals, and identify training needs to be included in the final evaluation document.
10. The Board of Directors shall review and accept or reject the evaluation or any portion thereof as compiled by the President. At this time, the Board of Directors shall determine the amount of salary increase (if any) in the Library Director's compensation to be awarded in the next fiscal year (July 1). The salary deliberations shall be held in public session.
11. The evaluation, once approved by the Board of Directors, is then presented to the Library Director for his/her files and the personnel file. The evaluation is subject to disclosure under public records laws.

Approved by the Board of Directors, January 28, 2016