

Basalt Regional Library District

Director Evaluation Policy

Board Policy

The Basalt Regional Library Board has responsibility for hiring, evaluating and, if necessary, terminating the Director. The Director's annual evaluation will gather feedback about the previous year's achievement in carrying out the library's mission and objectives and in meeting goals set by the Director and Board.

Administrative Policy

The Trustees of the BRLD will evaluate the Library Director's performance, as it relates to the duties in the job description and the goals from the previous year's evaluation. The evaluation process will be directed by the Personnel Committee (Committee), as outlined in the Procedures for review. The Director's review will be complete by September each year. The Compensation and Employment Agreement will be completed by October each year.

Procedures

The Committee will set the specific deadlines each year to follow as closely to the general timelines set forth below such that the Committee can complete the Director's review by September each year.

General Timeline

1. **April:** The newly elected (or re-elected) Board President will appoint the Personnel Committee.
2. **April-June:** The Committee will meet to review the previous year's Director Evaluation and Goals, and to create/modify an evaluation tool for the current year. A timeline will be created based on the current calendar year.
3. **July:** The evaluation process will begin.
 - Director's Self-Evaluation: The Director will be asked to complete a self-evaluation form, a report on progress toward current goals, and will submit two or three new or continuing goals and the rationale for selecting these goals.
 - Evaluation Forms: The Committee will provide Evaluation forms to each library Board Trustee, library Staff, the Friends of the Library, and the Library Foundation. The Committee will set a deadline for completion of all evaluations. All responses will be anonymous and confidential.

- Goals: Each Trustee will also be asked to suggest no more than two goals for the following year and the rationale for selecting them.
4. **August**: All surveys will be returned to the Committee; the Committee will create a summary report. The Committee and Director will then meet to review the Director's self-evaluation, the written summary report and all proposed goals. In addition to giving feedback about the evaluation, the Committee may also discuss training needs or areas of concern. The meeting will help the Director anticipate and prepare for the executive session.
 5. **September**: One week prior to the September Board meeting the Committee will provide the confidential summary report and all goals to the Trustees.
 - At the September Board meeting, the Director's evaluation will be reviewed in executive session unless the Director requests that it be conducted in public. The Director and Board will jointly discuss all negotiating points and all goals, anticipating both the Director's needs and the Library's best course for the upcoming year.
 - After adjourning from executive session, the Board will again convene in its regular meeting and will vote to:
 1. Accept or amend the Director's evaluation,
 2. Extend the Director's Contract, and
 3. Select no more than three goals for the Director for the following year.
 - The Finance Committee Chair, Personnel Committee Chair and Director will set a meeting date to discuss such contract points as salary, vacation leave, and other benefits. The Director's compensation package will take into account the Director's input, a market study of comparable library director salaries, and funds available in the following year's budget.
 6. **October**: A Director's Compensation and Employment Agreement will be presented at the October Board Meeting for discussion and vote. Once approved, the Director's Compensation and Employment Agreement will be signed and dated by the Director and Board President. The Agreement will take effect January 1st of the following year.

If agreement between both parties cannot be reached, the following year's contract will not be renewed.

Policy Review Date: July 2015