



**BASALT REGIONAL LIBRARY DISTRICT
EXECUTIVE DIRECTOR EVALUATION POLICY**

It is the policy of the Board of Trustees of the Basalt Regional Library (BRLD) to hire, evaluate and, if necessary, terminate the Executive Director (Director). The Director's annual evaluation gathers feedback about the previous year's achievement in carrying out the library's mission and objectives and in meeting goals set by the Executive Director and Board. The Director's evaluation will give guidance to the Board in formulating the Director's contract for the following calendar year.

The trustees 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). The Director's evaluation will be complete by September each year. The Compensation and Employment Agreement will be completed by October each year.

TIMELINE:

April: The Board President will appoint the Personnel Committee. The Committee will consist of the Board President, one Trustee, the HR Manager, and the Executive Director.

May-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.

July: The evaluation process will begin.

- Director's Self-Evaluation: The Director will be asked to complete a self-evaluation form, and a report on progress toward current goals, and will submit two or three new or continuing goals and the rationale for selecting these goals. This self-evaluation is due to the Personnel Committee by July 31.
- Evaluation Forms: The Committee will provide evaluation forms to each library Board Trustee, library staff, the Friends of the Library, the Library Trust, and the Library Foundation. The evaluation form will be circulated on July 15 and will be due by July 31. All responses will be confidential and will be shared with the Executive Director.
- Goals: Each Trustee will also be asked to suggest up to two goals for the following year along with a rationale for each goal.

August: The Committee will draft an evaluation letter that summarizes the feedback from the Director's self-evaluation, the data from the evaluation forms, and the proposed goals.

The Committee will prepare a packet including:

- Committee Evaluation Summary

- Director's Self-evaluation
- Data from evaluation forms
- Proposed goals, including any training needs or areas of concern

The Committee and Director will then meet to review the packet. This meeting will help the Director prepare for the executive session to be held at the September Board of Trustees meeting.

September: One week before the September Board meeting the Committee will provide the evaluation packet to the Board of 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 Board will first discuss the evaluation in executive session without the Director being present. The Director and Board will then jointly discuss all negotiating points and all goals, including 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,
 3. Select no more than three goals for the Director for the following year, and
 4. Direct the Treasurer, Chair of the Committee, and Director to meet to discuss contract terms.

Late September: The Finance Committee Chair, Personnel Committee Chair, and Director will meet to discuss such contract points as salary, vacation leave, and other benefits. In creating the Director's compensation package, the Board of Trustees will consider the Director's input, a market study of comparable library director salaries, and funds available in the following year's budget.

October: An executive session will be held at the Board meeting to discuss contract terms for the upcoming year.

After adjourning from the executive session, the Board will again convene in its regular meeting and will vote to direct the Chair of the Personnel Committee to work with the library attorney to draft a contract with the specific terms as discussed.

November: The contract will be presented at the November Board meeting for discussion and vote. Once approved, the contract will be signed and dated by the Director and Board President. The Agreement will take effect January 1st of the following year.

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