

Poudre River Public Library District

Draft Process for Annual Executive Director Evaluation

Submitted by: Executive Director Evaluation Committee
Members: Valerie Arnold, Fred Colby, Joe Wise
February 21, 2018

COMMITTEE PARTICIPANTS:

Board President and two appointed board members

PROCESS:

Prior to the Evaluation Committee formation, the District shall complete a survey of staff satisfaction with their jobs and place of employment.

The Board will appoint committee members at the January Board Meeting of each year. The Committee will then meet and review the prior year's evaluation process and forms, and make any needed amendments or changes to those prior to initiating the evaluation process.

An Executive Director Evaluation Notification letter will then be sent to the Executive Director with an outline of requested information. After receiving the Executive Director's response to the notification letter, the evaluation form will be distributed to each committee member (OR to all Board members) to fill out based upon their knowledge, and experience, and the Executive Director's self-evaluation.

The Evaluation Form will include 6 broad categories (see example) and no more than 30 sub-categories which are drawn primarily from the job description for the Executive Director position. It will also include evaluation of the Executive Director's achievement of past year's goals, and of the goals he/she set for the next year. Possible scores will range from 1 to 5 for each item. (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Satisfactory, 4 = Very Good, and 5 = Exemplary).

The members will submit their scores to the Chairperson, who then will tabulate and compile the numerical scores. The committee will then meet and discuss the scoring and evaluation in detail. Final scoring changes and comments shall then be included in the final Evaluation form and Evaluation Summary which is then shared with the full Board, along with the initial notification letter and the Executive Director's responses.

After the full board approves the final documents, the Board President and Committee Chair shall meet with the Executive Director to review the evaluation. This may then be considered as a part of the salary review process which is to follow shortly thereafter.

MATERIALS/FORMS

- Survey of staff's satisfaction with their jobs and place of employment
- Notification letter to the Executive Director of the review process
- Executive Director's Goals for the prior year
- Executive Director's Goals for the coming year
- Executive Director's response to the letter
- Evaluation Form to be used to assign numeric scores for specific categories
- Evaluation Summary Report to the Full Board along with Evaluation Form with compiled scores for each category
- Comparative Data on comparable Library Executive Directors in the state and nearby geographical areas

ANNUAL TIMELINE:

- October – H.R. Department to conduct annual survey of staff's satisfaction with their jobs and their place of employment (e.g. jobzology)
- November – Circulate results of the annual survey to the board and then to the staff
- December – Appoint the Executive Director Evaluation committee members
- December – Executive Director reports to the Board his/her annual goals for the coming year
- January – Evaluation Committee meets and reviews last years process and forms, makes adjustments as it feels are necessary
- January – Evaluation Committee forwards the Evaluation notification letter to the Executive Director, providing guidance on what the Executive Director is to respond to in terms of his self-evaluation. This is to include questions regarding past year's performance compared to his/her prior year's goals.
- January – Executive Director provides self-evaluation responses to Committee.
- February – Using the Evaluation Form, the Committee scores the Executive Director's performance based upon his/her self-evaluation, achievement of the goals he/she set, what they learned from the staff survey, and their knowledge of the district and of his/her performance
- February – Committee reports out to the full Board, after which the Board recommends changes and then approves the report
- February – Board Chair and Committee Chair meet with the Executive Director to review the report.
- March – Committee review the report together with data and comparable salaries from around the state and geographical area, as well information gathered in a meeting with the Executive Director to receive his/her input.
- March – Committee makes a recommendation to the full Board for salary and benefits for the coming year, to be effective April 1 – March 31. (The Executive Director will always receive the January 1 regular across the board staff salary increase. Compensation above this amount must be approved by the full board in Executive Session after the full evaluation process is completed).
- June-July – Executive Director and Board President meet to review progress to date