

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: EVALUATION PROCESS OF LIBRARY DIRECTOR

REFERENCE #: 95/02 DATE APPROVED: May 10, 1995

REVISED: Nov. 12, 1997, June 14, 2000, June 13, 2001

The evaluation of the Library Director is to be conducted yearly as per contract. It will be divided into two sections.

1. Goals and Objectives: The Library Director will present his/her Goals and Objectives at the February Board meeting taking into consideration the Board's Goals and Objectives for that year. The Library Director will make a presentation outlining his/her achievements and progress for meeting these Goals and Objectives at the November Board meeting. The Board will then evaluate the Library Director on the progress or achievement of these goals and Objectives.

2. Written Evaluation: The Board will evaluate the Library Director in four different categories: *Applied Library Knowledge; Relationship Development; Leadership and Management; Marketing and Program Development;* and Budget and Finance. After the November Board meeting the Board will answer statements in each category using the *Evaluation Appendix* provided. The Personnel Committee will tabulate the results into an average. The Board will also provide comments in each category that can be positive and constructive using examples from the past year.

After the Board has completed and approved the evaluation, the Board Chair and Personnel Committee Chair will meet with the Library Director to discuss his/her evaluation.

M. (Robin) Wilkinson
Board Chair