

Deseronto Public Library

Policy type: Governance

Policy Number: Gov - 09

Policy Title: Evaluation of the Chief Executive Officer

Policy Approval Date: November 29, 2017

Year of Next Review: 2020



It is the board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The board oversees the performance of the CEO and supports the CEO's development. As part of this process the board conducts a formal annual performance appraisal of the CEO. This process facilitates bilateral communication between the board and the CEO, and ensures that the board's priorities are being achieved. This policy sets out the basis for the CEO evaluation.

1. The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter. The board shall:
 - a) prepare a written job description which states the responsibilities of the CEO
 - b) develop, with the CEO performance objectives based on the strategic priorities of the board
 - c) appraise the CEO's performance based on the job description, relevant competencies, progress towards achieving the board's priorities, and compliance with board policies
2. Information collected to assess the performance of the CEO may include:
 - a) the annual report from the CEO on outcomes of the previous year's objectives and actions
 - b) data on service performance measures such as circulation, membership, program statistics, collection development etc.
 - c) seek input from members of the board, staff and/or outside stakeholders
3. A committee will oversee the review and prepare a written report for the board.
4. In the event that the CEO's performance needs improvement, the Board must clearly state where progress must be made and will:
 - a) offer training and/or mentoring opportunities to address specific issues
 - b) re-evaluate the performance of the CEO, in six months.

Related Documents:

Deseronto Public Library. *Gov 13 - Delegation to the Chief Executive Officer*

Deseronto Public Library. *CEO Job Description*

Appendix A: Sample Skills and Competencies Assessment Tool for the CEO Evaluation

Deseronto Public Library

Policy type: Governance

Policy Number: Gov - 09

Policy Title: Evaluation of the Chief Executive Officer

Policy Approval Date: November 29, 2017

Year of Next Review: 2020



M – More than Satisfactory	S – Satisfactory	L - Less than Satisfactory
<p>General Management</p> <ol style="list-style-type: none"> 1. Formulates policies, plans and designs programs effectively 2. Makes informed and sound decisions 3. Uses financial and quantitative data to plan and evaluate the delivery of services 4. Demonstrates understanding of the budget process, including its development, approval and implementation 5. Assesses potential granting programs; applies to relevant ones, manages grants and related reporting requirements 		Rating
<p>Human Resources</p> <ol style="list-style-type: none"> 6. Employs and deploys staff effectively 7. Coaches and develops individuals 8. Fosters teamwork to achieve library goals 		
<p>Community Relationships</p> <ol style="list-style-type: none"> 9. Builds a network of relationships with community groups/agencies, municipal staff and library partners 		
<p>Visionary</p> <ol style="list-style-type: none"> 10. Instigates the work of envisioning a future library service to create change, improve service and direct action 		
<p>Library Knowledge</p> <ol style="list-style-type: none"> 11. Keeps abreast of professional information and understands the issues relevant to library service, operations and management 12. Applies knowledge effectively 		
<p>Commitment to Quality</p> <ol style="list-style-type: none"> 13. Focuses on users' needs 14. Defines standards for quality and evaluates services against those standards 15. Searches for ways to increase customer satisfaction 		