



Leeds and the Thousand Islands Public Library Board

Policy

SECTION: GOVERNANCE	NO: GN-07
TITLE: CEO Performance Appraisal	Date: February 2022
	Next Review Date: February 2025

1.0 Policy Statement

1.1 It is the responsibility of the Leeds and the Thousand Islands Public Library Board to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The library board oversees the performance of the CEO and supports the CEO's development. As part of this process the library board and CEO engage in annual performance planning and review. This process facilitates communication between the library board and the CEO, and ensures that the board's priorities are achieved. This policy sets out the basis for the CEO evaluation.

2.0 Framework for Evaluation

- 2.1 The Leeds and the Thousand Islands Public Library Board will make use of the Township of Leeds and the Thousand Islands Performance Management Policy and documents as a guideline for the evaluation of the CEO.
- 2.2 The CEO's performance will be evaluated at the end-point of the probationary period and annually thereafter. The library board shall:
- Prepare an updated job description, as applicable, which states the responsibilities of the CEO;
 - Develop, with the CEO, annual performance objectives based on the strategic priorities of the library board;
 - Appraise the CEO's performance based on set performance objectives, objectives outlined in the current Strategic Plan, progress towards achieving the board's priorities and compliance with board policies.
- 2.3 Information collected to assess the performance of the CEO may include:
- An annual report from the CEO on outcomes of the previous year's objectives and actions;
 - Data on service performance measures such as circulation, membership, program statistics, collection development etc.;
 - Input from board members

- 2.4 Both the employee and the evaluation committee shall sign the completed evaluation form. The employee shall be provided with a copy of the evaluation, while the original copy shall be retained in the personnel file.
- 2.5 As outlined in the Township of Leeds and the Thousand Islands Performance Management Policy the CEO and the Board Chair and/or evaluation committee shall meet regularly throughout the performance cycle to provide feedback and coaching and to monitor progress toward objectives.
- 2.6 In the case that the CEO’s performance does not meet the objectives set either party (the CEO or evaluation committee) may request more frequent progress reviews. The committee may offer training and/or mentoring opportunities to address specific issues.
- 2.7 The Library Board shall follow the Township of Leeds and the Thousand Islands Performance Management Policy regarding movement on the salary grid.

3.0 Evaluation Committee

- 3.1 The makeup of the evaluation committee shall be defined in the Board Bylaws. Board Members will be appointed to the committee for the duration of the term of the board.
- 3.2 Members of the board may request a copy of the evaluation or a report from the committee at any time.
- 3.3 Reports to the Board from the committee that will discuss “personal matters about an identifiable individual, including municipal or local board employees,” should be made in an in-camera session, as outlined in the *Municipal Act, 2001*.

History			
Approval Date:	February 16, 2022	Approved by:	B. Lolley
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