REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: DECEMBER 5, 2023
FROM: MICHAEL CORBETT, BOARD CHAIR
SUBJECT: DRAFT CAO PERFORMANCE APPRAISAL POLICY

One of the responsibilities of the Library Board is to employ a competent CEO/Chief Librarian (henceforth CEO). Additionally, the Library Board must evaluate the CEO in the first year of service and annually or biannually thereafter. To help provide guidance on this procedure, a draft CEO Performance Policy has been provided for review. This draft policy provides flexibility but also enough structure to provide a thorough evaluation.

BOARD ACTION

THAT the Board review this policy and provide feedback at the January Library Board meeting.

POLICY: **CEO / Chief Librarian Performance Appraisal**		POLICY NO:
POLICY LEVEL: **Library Board**	LAST REVIEW / REVISION DATE:	SCHEDULED REVIEW DATE: December 2024

CEO / Chief Librarian Performance Appraisal

One of the responsibilities of the Library Board is to employ a competent CEO/Chief Librarian (henceforth CEO). This policy has been developed to ensure that the process is fair, is transparent to Board members, protects confidentiality and is focused on improving the CEO's performance and adherence to Stratford Public Library's strategic priorities, the basis for the CEO's goals.

Principles

- The Library Board is responsible for the CEO's Performance Appraisal process.
- The CEO Performance Appraisal will be conducted consistent with Library Board mission, values and strategic priorities.
- The CEO goals will be the organizational goals that are approved every year as part of the library workplan process.
- The CEO's performance will be evaluated before the completion of their probationary period, and annually thereafter by December 1.

Criteria for Evaluation

The purpose of evaluation is to ensure alignment between the Library Board and the CEO and to ensure feedback systems are in place to support ongoing improvement.

The Library Board will monitor the degree to which Board policies and strategic priorities are met. Monitoring of the CEO's job performance will be solely against expected job outputs. Data that does not do this will not be considered to be monitoring data.

The Board may acquire monitoring data by one or more of the following four methods:

- Internal reports, in which the CEO discloses performance and compliance information to the Board.
- External reports, in which a disinterested, external third party selected by the Board, assesses compliance with Board policies.
- Direct Board inspection, in which a designated member or a CEO Performance Appraisal Committee assess compliance with the appropriate policy criteria.
- Feedback from members of the Board, community partners, and direct reports

The standard for performance/compliance shall be a reasonable interpretation of the Board policy or priority being monitored.

Frequency of Appraisal

The standard period for evaluation will be annual. Evaluations will be held annually, based on the calendar year and be completed by December 1st.

Schedule and Process

The schedule provides a checklist for the steps of the process:

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Establishing Goals: November

- The organizational goals are the CEO's goals and the CEO will draft goals for the coming year.
- The Board may follow a two-stage process to accept the CEO's goals, being received for comment at one meeting, then brought back the following month for approval.

Mid-Year Progress Report: June

- CEO presents to the Board a mid-year progress report toward organizational goals, including any needed adjustments to the goals for second half of the year.

Final Report for the year: December

- The Board will receive a final year-end report from the CEO documenting the outcome of annual organization goals
- The Board may follow a two-stage process to accept the CEO's final report being received for comment at one meeting, then brought back the following month for approval.

Board Discussions

- The establishment of the annual goals and the reports on their progress will normally be done in open sessions.
- During the process there may be questions or the need for a Board discussion about performance at any point during the year. Board members wishing such discussion should request that through the Board Chair.
- The item will appear under Private and Confidential as "Human Resources Matter."
- The CEO may remain for the first part of the in-camera discussion to make a statement or answer questions; however, the main discussion will happen with the CEO not present.
- The discussion with the CEO related to their performance appraisal will be done by the Chair and Vice-Chair.

Successful Performance

This review will be the basis for salary merit increases.

Performance Improvement

If the CEO's performance needs improvement, the Board must clearly state where progress must be made and will:

- Offer training and or coaching to address specific issues
- Re-evaluate the performance of the CEO after a six-month period
- If no improvement is shown at the second performance review a third performance review will be undertaken after a three-month period
- If, after a third appraisal the CEO is still unable to improve performance to meet the requirements of the position the Board may consider further action

Should the CEO request specific formal training or skills upgrading to improve their performance, the Library Board will consider this request.

Confidentiality

Performance reviews are treated as confidential and made available only to the individual and the Board. A copy of the evaluation will be kept on file in the CEO's personnel file.

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Related Documents:

- LB 03 Library Board Job Description
- LB 04 CEO Job Description
- LB 06 Board Members Code of Conduct

ORIGINAL DATE ADOPTED		Review Cycle	4 Years
REVIEW/APPROVAL HISTORY			
DEVELOPED BY			

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