 **CASSELMAN PUBLIC LIBRARY **

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| Policy Type: | Governance | Policy Number: | GOV-09 |
| Policy Title: | Evaluation of the Chief Executive Director | Initial Policy Approval Date:  November 16th, 2017 |  |
|  |  | Last Review/Revision Date: 24th January, 2022 |  |
|  |  | Year of Next Review: 24th January, 2027 |  |

**NOTE TO THE BOARD MEMBERS :  
FOR YOUR INFORMATION, BY-LAWS IN THE ‘GOV’ SECTION ARE SUBMITTED FOR YOUR UPDATE AND/OR APPROVAL.**

It is the Library Board’s responsibility 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 an annual performance and review which 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’s evaluation.

1. The CEO’s performance will be evaluated after the first six months for a new hire and annually thereafter. The Library Board shall:
2. Prepare a written job description which states the responsibilities pertaining to the position of the CEO
3. Develop with the CEO, performance objectives based on the Library Board’s strategic priorities
4. Appraise the CEO’s performance based on the job description, progress towards achieving the Board’s priorities, compliance with Board policies and relevant competencies.

1. Information collected to assess the performance of the CEO may include:
2. The annual report from the CEO on outcomes of the previous year’s objectives and actions
3. Data on service performance measures such as circulation, membership, program statistics, collection development, etc.
4. Input from members of the Library Board, employees and/or outside stakeholders

3. A sub-committee may be formed to oversee the review and prepare a written report for   
 the Library Board.

4. In the event that the CEO’s performance needs improvement, the Library Board   
 must clearly state where progress must be made and will:

1. Offer training and/or mentoring opportunities to address specific issues
2. Re-evaluate the performance of the CEO in six months.

**Related Documents:**  
. Casselman Public Library. **GOV 13 – Delegation of Authority to the Chief Executive  
 Officer   
.** Casselman Public Library. **CEO Job Description** (Appendix – French only)