

RACINE PUBLIC LIBRARY
Board of Trustees
Executive Director Performance Evaluation

The Racine Public Library Trustees will conduct a formal, written evaluation of the Executive Director on an annual basis.

Purposes of the Performance Evaluation:

- To provide the Director with clear understanding of the Board's expectations
- To ensure the Director and the Board are aware of how well the expectations are being met
- To serve as a formal vehicle of primary communication between the Board and Director
- To identify the Board's actual concerns so that appropriate action can be taken
- To demonstrate sound management practices and accountability to municipal officials and the community

Expectations and Evaluation:

Directors are held accountable to many varied and sometimes conflicting constituencies. The Board and the Director must recognize these groups and acknowledge the relationship with each one:

- The general public
- Elected officials and other municipal departments
- The Library staff members who have diverse personal expectations for their Director
- Public pressure groups who exert pressure on the Director to respond to their concerns
- Friends of the Library groups
- Library Foundation Board
- Individual members of the Board of Trustees who have personal priorities for the Library and the Director

Good communication, public relations, a written plan and clear policies will all help the Board and Director to deal with any conflicting expectations. The evaluation method and process can be designed to include input from all these groups, but the final responsibility rests with the Board.

Evaluation Process:

Determine the degree of accomplishment based on expected performance of the job description.

Guidelines:

The Trustees will complete this form and review the evaluation with the Executive Director.

1. The Library Director will know the standards against which they will be evaluated.
2. An evaluation will occur at least once a year.
3. Both parties will prepare for the evaluation—the Director by conducting a self-evaluation and the Board of Trustees by examining various sources of information relating to the individual's performance.

4. The evaluations should include a discussion of strengths as well as areas for improvement. As much rational and objective evidence as possible should support each judgment on the evaluation.

Procedures for Executive Director Evaluation:

1. The evaluation of the Director shall be done annually.
2. The evaluation shall involve all Board members and the Director. Library staff who shall provide input include all Leadership Team members, the Administrative Assistant, Lead Supervisors, and professional library staff and, on a rotating basis, one representative from each classified level. **Either the Chair of the Finance and Personnel Committee or an appointed person from the Finance Committee shall inform the staff of how the Executive Director performance evaluation process will transpire.**
3. The evaluation tool(s) shall be agreed upon by the Library Board and the Director and based upon the Director's position description.
4. The previous year's review, the Executive Director's self-evaluation, a draft of the Library's strategic plan with progress checkpoints, along with notes from any follow-up meetings, shall be distributed to the Board of Trustees before the January Board meeting.
5. Evaluation forms are emailed to the Board before the February meeting. The Board Members shall complete the evaluation independently of each other and either email or submit (dependent upon evaluation format) it to the Chair of Finance and Personnel Committee **or an appointed person from the Finance Committee** prior to the deadline provided.
6. The Chair of the Finance and Personnel Committee (**or the appointed person from the Finance Committee**), under the direction of the Board President, shall consolidate the results, and shall convene the Finance and Personnel Committee to discuss the Director's evaluation and performance in a closed session. The Executive Director will be excluded from this closed session.
7. Prior to the March Board meeting, the Chair of the Finance and Personnel Committee (**or the appointed person from the Finance Committee**) shall prepare a written document summarizing the evaluation and reflecting the summary of options reached at the Finance and Personnel closed session. At the March Board meeting and in closed session, the full Board shall discuss the evaluation of the Executive Director, including any further discussion related to goals and objectives. The Executive Director will be permitted in this closed session.
8. The written record of the evaluation shall be signed by the Board President and the Director and filed in the Library. A copy of said evaluation will also be submitted to the City of Racine's Human Resources Department for filing.
9. Board members are encouraged to provide feedback to the Executive Director throughout the year as necessary and appropriate.
10. All meetings shall meet the legal requirements of the State of Wisconsin's Open Meeting Law (*Wisconsin Statutes* § 19.85(1)(c)).

Approved by: RPL Board of Trustees

Approved Date: March 16th, 2023 (*June 16th, 2022*)

Review Schedule: Annual

Next Review Date: **March 2024**