

DIRECTOR'S EVALUATION POLICY

The Library Director and the Library Board of Trustees will participate in an annual Director's evaluation, using the following procedure and timetable.

The Library Director will complete the self-evaluation portion of the evaluation and forward it to the President of the Board of Trustees by December 15th of each calendar year.

This self-evaluation will be reviewed and commented upon by the Board of Trustees at a Board meeting no later than January 31st of the following calendar year.

The President of the Board of Trustees will then, within 30 calendar days, discuss the evaluation with the Director and complete the evaluation process.

In a situation where illness of those involved, cancelled meetings due to inclement weather, or other extenuating circumstances make it impossible to meet the above timetable, the process shall be completed as soon thereafter as is possible.

Upon completion, the original copy of the evaluation will be retained by the Board of Trustees President and filed in the Director's Personnel File, and the Director will be given a copy for his or her records.

Revision: sixth paragraph to read as follows:

Upon completion, the signed copies of the evaluation will be retained by the Board of Trustees President, the Library Director and a copy will be filed in the library's records.

10-21-08 Adopted by the Board of Trustees

Adopted by the Board of Trustees 4/17/07