

## **Appendix X:**

### **Board Questionnaire**

***(To be used for gaining feedback about, and evaluating the library director.)***

**1. How well has the Director performed in the following areas?**

- Director's goals including those identified by the Board of Trustees
- Director's Job Description (including public relations, leadership and organizational development, fiscal responsibilities, outreach, partnerships, trustee support)
- Strategic Plan as related to the Library's Service Roles and Goals
- Contingency Planning for Current Conditions
- Other?

**2. What are the Director's greatest strengths?**

**3. What areas of improvement and/or concerns should be addressed by the Director? Suggested strategies?**

**4. What is the Director doing to position Whitman County Libraries for long-term sustainability in the face of challenges such as the current economic climate, emerging technologies, shifting cultural values, etc.?**

**5. What issues & activities should the Director include in his/her current list of goals or upcoming year's goals?**

**6. How can WCL Trustees better support the Library Director in meeting goals and strategic initiatives?**

Updated August 2020

# Procedure for the Evaluation of the Library Director

The Board of Trustees will evaluate the Library Director annually. The evaluation will contain the following steps, the first step beginning in January.

**Step 1:** Each January, or at a time agreed by all parties, the Library Director will present the Board of Trustees with a list of goals (priorities) for the coming year.

**Step 2.** All Board members will complete the “Board Questionnaire” and route the completed forms to the Board Secretary who will serve as the “Director Evaluation” coordinator.

**Step 3:** The Library Director will complete the “Board Questionnaire” using it as a “self-appraisal.” The completed form will go to the Board Secretary.

**Step 4:** Key leadership staff will complete the “Staff Survey” with all results routed to the Board Secretary. This process can be facilitated by the Board, Director, or a designee.

**Step 5:** The Board Secretary will compile and present completed Board Questionnaires, Staff Surveys and the Director’s self-appraisal to the Board of Trustees in Executive Session. With input from the entire Board and in consideration of the Director’s goals, Board Questionnaires, Staff Surveys, the Director’s Job Description and the Library’s Strategic Plan, the Secretary will prepare the Director’s final evaluation, using the “Board Questionnaire” as a template.

**Step 6:** At the next Board meeting, in Executive Session will be called for a personnel matter where The Board Secretary with the support of members will present the evaluation to the Library Director. The Library Director will present any comments or concerns back to the Board in writing. These comments will be placed in his/her personnel file.

**Step 7:** If needed, The Library Director shall revise his/her work plan as needed based on the discussion conducted in Step 6. Finalized goals will be provided to the Board of Trustees.

**Step 8:** A mid-year evaluation will be conducted between the Board and the Library Director during an executive session of the July meeting. The purpose of this mid-year evaluation is two-fold. One purpose is to re-evaluate the appropriateness of the Library Director’s goals; the other purpose is to check the progress toward completion of the stated goals.

**Step 9:** Evaluations shall be scheduled more often as needed or in support of a new director. This shall be at the discretion of the Board of Trustees.

8/11/2020