

Board Motion Number:	2022-04	Date of Review:	September 17, 2024
Date Approved:	March 21, 2022	Chairperson's signature:	Original signed by: Julia Harris, Board Chair

## ANNUAL BOARD EVALUATION

### BACKGROUND

The Oxford County Library Board works within the *Public Libraries Act*, R.S.O. 1990, c. P44. The Board. The Board is responsible for the overall governance of the Oxford County Library. In order to accomplish its' mandate, the Board passes an annual Business and Budget Plan that sets the yearly strategic framework.

The Library's Strategic Plan outlines the goals and objectives approved by the Library Board. This plan creates accountability for the strategic goals and objects the Board has highlighted for achievement during their term.

Evaluation is the process by which the board determines if the organization is achieving what it should. It is an essential task of governing. Unless the Board can assess its own skills, it will not have the credibility to judge the skills and performance of others.

### PURPOSE

Oxford County Library Board is committed to continuously improving its performance, as well as the overall governance of the Oxford County Library.

To achieve this goal, the Board will evaluate itself, through a Board Self-Evaluation process.

The Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals through this self-evaluation process. The process will identify key areas for board improvement and requisite follow-up action or further training.

### PROCEDURES

1. Under the leadership of the Board Chair, the Board will conduct a self-evaluation annually in conjunction with the CEO/Chief Librarian Performance Review.
2. The Board may request senior management (through the CEO/Chief Librarian) and/or an external party to act as a resource in making this self-evaluation.
3. The annual evaluation will focus on the Board's responsibilities with particular emphasis on those areas outlined in Board Duties and Responsibilities policy.
4. Areas of focus for the evaluation will include both what was accomplished in the previous year and what the Board plans for the upcoming year.
5. A report to the Board will be provided at the next meeting outlining the results of this assessment.

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**References and Related Documents:**

**Oxford County Library**

Oxford County Library. (2024, February). Library Strategic Plan (2024-2028).  
<https://www.oxfordcounty.ca/en/library/resources/Your-OCL/OCL-Strat-Plan-FINAL20240415-AC.pdf>

Oxford County Library. Annual Business and Budget Plan.

Oxford County Library Board. (2022, June). Terms of Reference.  
<https://www.ocl.net/en/library/resources/Your-OCL/Policies/Library-Board-Terms-of-Reference-Council-Approval-20220608.pdf>

**Legislation**

*Public Libraries Act*, R.S.O. 1990, c. P. 44.