

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

CEO/CHIEF LIBRARIAN PERFORMANCE APPRIASAL POLICY

BACKGROUND

The CEO/Chief Librarian Performance Appraisal is a written evaluation of the CEO/Chief Librarian's achievements and actions over the year. It provides an opportunity to review performance on a regular basis and to set objectives for the future. Since the Board is required to appoint a Chief Executive Officer who has general supervision over and direction of the operations of the public library and its staff, the CEO/Chief Librarian is entitled to know what is expected of him/her, how he/she is performing and what resources are available.

An established framework for the evaluation process helps to ensure consistency, both through time, success in meeting objectives, communication between the Board and the CEO/Chief Librarian, success in meeting objectives and objective analysis of performance.

PURPOSE

This Policy outlines the responsibilities of the Library Board in the process of Performance Appraisal for the CEO/Chief Librarian.

PROCEDURES

1. The Library Board shall oversee a written evaluation of the CEO's performance conducted annually in November. The review shall be facilitated by the Director of Corporate Services for the County of Oxford along with a Performance Appraisal Committee acting on behalf of the Board.

CEO Performance shall be assessed with reference to the previous year's objectives and expectations, current job description and results achieved and shall be conducted pursuant to the County's Performance Management Policy No. 5.8 using the County's Performance Appraisal Form for non-union employees. These tools shall be used to rate the CEO on executive qualities such as leadership, communication, and administration.

2. The Performance Appraisal Committee shall consist of the Chairperson or Vice-Chairperson, one other member of the Board and the County's Director of Corporate Services.
3. Upon completion of the CEO/ Chief Librarian's annual performance appraisal, the Director of Corporate Services for the County of Oxford and the CEO/Chief Librarian will then submit a brief verbal report to the Board outlining the outcome of the process and a

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written report to the Board recommending library objectives and actions as well as developmental and career objectives for the CEO/Chief Librarian for the upcoming year.

4. Following the evaluation, the CEO/Chief Librarian will be informed of the performance rating.
 - a. If job expectations are met, the CEO/Chief Librarian will receive a salary grid increase unless the top of the salary grid has previously been achieved.
 - b. If the CEO/Chief Librarian's performance falls below the expected level, the Board shall inform the CEO/Chief Librarian. The Board shall specify how the performance has been judged to be unsatisfactory and advise the CEO/Chief Librarian that another performance review shall follow in three months' time.
 - c. If no improvement is shown at the second performance review a third performance review shall be undertaken after another three-month period.
 - d. If, after the third appraisal, the CEO/Chief Librarian is still unable to improve their performance to meet the requirements of the position, the Board shall consider further action.