

POLICY: REVIEW OF DIRECTOR OF LIBRARY SERVICES

POLICY #: B-HR-10

COMMITTEE:	Human Resources Committee	PASSED:	February 2004
TOPIC:	Recruitment and Employment	AMENDED:	26 November 2015, 25 January 2024
		REVIEW PERIOD:	As required.

PURPOSE

This Policy is to ensure a process is in place for conducting the regular Performance Review of the Director, Library Services. Performance reviews will focus on evaluating the Director’s progress towards achievement of Library strategic goals and objectives, and alignment with core values.

SCOPE

The Policy applies to the position of Director of Library Services. The Library Board is responsible for conducting regular performance reviews.

POLICY

Regular performance feedback for the Director of Library Services is essential in ensuring Library goals and objectives are progressed and delivered successfully and in alignment with core values. Performance reviews provide an opportunity for feedback and support the Director in their professional growth and development.

The Board will conduct a regular Performance Review of the Director of Library Services to provide feedback on progress toward the achievement of the Library’s goals and objectives. The Performance Review will be based on measurable performance criteria, performance expectations and criteria determined by the Board. The Board shall ensure the establishment of measurable goals and objectives for the Director of Library Services that are aligned with the Board’s strategic direction of the Library.

The frequency and reason for the review will be determined by the Board and may include probationary reviews, regular full reviews and abbreviated reviews.

ROLES AND RESPONSIBILITIES

The Library Board is responsible for maintaining this Policy.

The Library Board's Human Resources Committee, in conjunction with the Director of Library Services, is responsible for conducting a regular performance review of the Director and must provide its recommendation to the full Board for approval by the Board.

The Director of Library Services is responsible for carrying out the strategic goals and objectives as approved by the Library Board.