

**BOARD GUIDELINES FOR**

**REVIEW OF DIRECTOR OF LIBRARY SERVICES**

COMMITTEE:	Human Resources Committee	PASSED:	23 June 2016
TOPIC:	Recruitment and Employment	AMENDED:	25 January 2024
		REVIEW PERIOD:	As required.

**BOARD GUIDELINES**

- a) The Board believes in an open and collaborative performance review process for the Director that is constructive in nature and involves the Director as an active participant. The evaluative process should support continuing development, open and clear communication and mutual respect for all parties as is characteristic of an effective performance management approach.
- b) The Director is responsible for establishing personal performance goals and associated reporting timelines in partnership with the Board each January. These established goals may be reflected in materials such as the Director’s Annual Work Plan, NVDPL’s Strategic Framework and/or Strategic Plan and other related documents. At the end of each annual review cycle the Director will be responsible for providing the HR Committee of the Board with an annual performance self-assessment reflective of the goals established above.
- c) The Board at its discretion may select from a variety of evaluation tools to assess the Director’s performance and may choose to consult with the District HR Manager (at any point during the year) for guidance in this area. In general, input on the Director’s performance may consist of feedback from Board members, staff, District managers and other relevant community partners as deemed necessary by the Board
- d) After collecting relevant performance input, the HR Committee is responsible for meeting with the Director to discuss the feedback received. This meeting will be conducted in alignment with the principles established in item a) above and will be structured in such a way as to maintain the confidentiality of all respondents involved.
- e) A draft written evaluation report will be prepared by the HR Committee and provided to the Director for consideration and comment/feedback prior to finalizing for the record.
- f) A fully revised written evaluation report signed by the Board chair, reflecting the Director’s input as deemed necessary, is prepared by the HR Committee and provided for review to the Board along with the Director’s self evaluation. The HR Committee presents a motion(s) to accept the written evaluation report, and to approve the recommended salary increment where applicable.

- g) The HR Committee Chair is responsible for providing the District Human Resources Manager with a copy of the finalized written evaluation report, including the Director's comments, for inclusion in the Director's personnel file.
- h) The performance evaluation process will be conducted annually but may be more frequent if requested by the HR Committee Chair or Director.

The HR Committee establishes and may periodically update, in consultation with the Director, the Director's job description as required.