

**BOARD GUIDELINES FOR**

**BG-HR-10**

**REVIEW OF DIRECTOR OF LIBRARY SERVICES**

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

**BOARD GUIDELINES**

The Library’s Director Performance Management Framework for conducting its Director of Library Services’ performance review consists of:

- NVDPL Board Policy: Human Resources Policies
- NVDPL Strategic Framework and/or Strategic Plan
- Library’s Annual Goals
- Director’s Annual Work Plan
- NVDPL Exempt Management Compensation Plan
- Additional assessment tools as established by the Human Resources Committee

Following the review of the Director, the Board will consider the salary increment, where applicable.

A recommended timeline for a full Director Performance Review:

METHOD	FREQUENCY	DESIRED RESULT	RESPONSIBILITY	COMMENTS	DATES
<b>Annual Work Plan</b>	Annual	Submitted for information to the Board.	Director		Q1
<b>Stakeholder Consultation</b>	Every 2 years	Stakeholders selected can speak adequately to the Director’s performance. A rigorous fair process to consult relevant stakeholders and to generate valid, useful feedback.	HR Committee	Participants may include senior staff, peer library directors, DNV managers and community partners. This may be part of a wider consultation process.	Q2-Q3
<b>Annual Trustee Director Assessment Survey (online)</b>	Annual	100% participation.	HR Committee and Board Chair		Q3

<b>Face to face meeting between Director and HR committee</b>	Annual	Performance evaluation results, feedback, guidance are conveyed by the HR Committee and the Board Chair. As well, indications for growth and development are communicated.	HR Committee and Board Chair	Ideally there is 2-way communication between the HR Committee and Director and that there is 2-way information flow. Committee can seek feedback on ways it can increase its feedback to and support of the Director. The input of the Board Chair will be solicited and incorporated.	Q4
<b>HR Committee prepares a Draft Written Evaluation Report for the Director</b>	Annual	A Draft Written Evaluation Report for the Director to review that summarizes themes and results of the evaluation period, with the Board's comments and directions for the future.	HR Committee		Q4
<b>Director provides a response to the Draft Written Evaluation Report</b>	Annual	Response conveys Director's feedback for the review of the full Board.	Director		Q4
<b>HR Committee revises Draft Written Evaluation Report as Required</b>	Annual	Revisions to the Draft Written Evaluation Report incorporate the feedback and discussions between the Director and the HR Committee, and ready the document for presentation to the Board.	HR Committee		Q4
<b>HR Committee presents a Motion(s) to the Board</b>	Annual	Approval of Motion(s) to accept the Written Evaluation Report, and to approve the recommended salary increment where applicable.	HR Committee and Board		Q4
<b>Director Annual Goals and Performance Criteria</b>	Annual	Approval	Director and Board	Director's Annual Goals are the Board's responsibility. They are formulated to execute the Strategic Framework and Plan and are approved by the Board annually.	Q4