

Midland Public Library

Policy Type: **Governance**

Policy Number: **GOV - 09**

Policy Title: **Evaluation of the Chief Executive Officer**

Initial Policy Approval Date: April 2016

Last Review/Revision Date: 2024

Year of next review: 2028

It is the Library Board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The Library Board oversees the performance of the CEO and supports the CEO's development. As part of this process the Library Board and CEO engage in annual performance planning and review. This process facilitates communication between the Library Board and the CEO, and ensures that the Board's priorities are achieved. This policy sets out the basis for the CEO evaluation.

1. The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter. The Library Board shall:
 - a) prepare a written job description which states the responsibilities of the CEO
 - b) develop, with the CEO, performance objectives based on the strategic priorities of the Library Board
 - c) appraise the CEO's performance based on the job description, progress towards achieving the Board's priorities, compliance with Board policies and relevant competencies, using the SMART Goals form.
2. Information collected to assess the performance of the CEO may include:
 - a) the annual report from the CEO on outcomes of the previous year's objectives and actions
 - b) data on service performance measures such as circulation, membership, program statistics, collection development etc.
 - c) input from members of the Library Board, employees and/or outside stakeholders
3. A committee will oversee the review and report back to the Library Board.
4. In the event that the CEO's performance needs improvement, the Library Board must clearly state where progress must be made and will:
 - a) offer training and/or mentoring opportunities to address specific issues
 - b) re-evaluate the performance of the CEO in six months

Related Documents:

Midland Public Library. **Gov 13 - Delegation of Authority to the Chief Executive Officer**

Midland Public Library. **CEO Job Description**