

Policy: Governance - Evaluation of the Chief Executive Officer

Department: Library

Effective Date: September 2016

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Next Year of Review: 2026

It is the Board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The Board oversees the performance of the CEO and supports the CEO's development. The Bruce County Library Board, in conjunction with the County of Bruce Chief Administrative Officer (CAO), evaluates the performance of the library CEO/ Director. The CEO/Director will be evaluated after 6 months for a new hire, and annually thereafter.

1. The Board has established a framework for the CEO evaluation process to ensure:
 - a. consistency from year to year, and from Board to Board
 - b. The fundamental principles of collaboration, confidentiality, and objectivity are maintained
 - c. Communication between the Board and the CEO
 - d. Success in meeting Board objectives
2. To complete this task the Library Board shall:
 - a. Have a written job description which states the overall responsibility of the CEO/Director
 - b. Appraise the CEO/Director's performance based on the job description, previous year's work plans and progress towards achieving them, compliance with Board policies, and relevant competencies during a closed meeting.
3. The County CAO initiates the annual performance appraisal process at the beginning of each year. The Library CEO/Director conducts a self-assessment of his or her performance and shares it with the Board Chair and County CAO by February 28 each year.
 - a. The Board Chair, with CAO support, consults with the Board during a closed meeting discussion at the March Board meeting.
 - b. The Library Board Chair and County CAO complete comments and ratings on the performance appraisal form based on the Board's discussion. They share the form with the Library CEO/Director and meet with him/her to discuss the performance appraisal and work plan by the end of April each year.
 - c. Dates noted are typical dates and may need to be adjusted.
 - d. Performance appraisal reports are confidential. The final copy is forwarded to Workplace Engagement Services for retention. The Board Chair and CEO/Director receive copies.

4. If the CEO/Director'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 after a six-month period.

Related Documents

Bruce County Public Library Director /CEO Job Description
County of Bruce Policy D01 - Performance Appraisals