



POLICY

TITLE: Appraisal of the Library Director Policy

POLICY NUMBER: 016

EFFECTIVE DATE: 6/22/2016

REVIEW DATE: 06/01/2021

SUPERSEDES POLICY NUMBER(S): 016 dated 6/2013; 10/99 Director Evaluation Procedure

AUTHORIZED BY: Board of Trustees

1. Purpose: To establish the policy for the Board of Trustees to evaluate the work performance of the Library Director.
2. Scope: This policy applies to the Library Director.
3. Background: At the direction of the Board of Trustees, the Library Director is given the authority to manage library operations and supervise the employees of Timberland Regional Library (TRL).
4. Definitions: None.
5. Policy:
 - a. Annually, the Board of Trustees shall render a formal, written performance appraisal of the Library Director and address the following areas:
 - i. Operational and Program Management
 - ii. Strategic Planning
 - iii. Financial Management
 - iv. Government and Community Relations
 - v. Vision Casting
 - vi. Staff Utilization and Development
 - vii. Internal Communication
 - viii. Staff Engagement
 - ix. Facilities Management
 - x. Board of Trustees Relations

- xi. Professional and Personal Development
 - xii. Other areas as identified by the Board of Trustees
- b. The appraisal will cover the period of time between the previous and current appraisals.
 - c. The appraisal may state performance goals or objectives for the following appraisal period.
 - d. The appraisal will be discussed between the Board of Trustees and the Library Director in Executive Session pursuant to RCW 42.30.110.
 - e. The Board may conduct more frequent appraisals as agreed to by a majority of Trustees.

6. References: Appraisal of the Library Director Procedure
 Library Director Job Description

7. Citations: RCW 42.30.110 - Open Public Meetings Act

By the enactment of this policy, the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, June 22, 2016