



Appraisal of the Executive Director Policy

Policy Number: 016

Supersedes Policy #016 - 06/13/16

Approved: 04/22/2020

Authorized by: Board of Trustees

Effective: 05/01/2020 - 05/01/2025

Review Date: 02/01/2025

1) **Purpose:**

To establish the policy for the Board of Trustees to evaluate the work performance of the Executive Director.

2) **Scope:**

This policy applies to the Executive Director.

3) **Background:**

At the direction of the Board of Trustees, the Executive Director is given the authority to manage library operations and supervise the employees of Timberland Regional Library (TRL).

4) **Definitions:** None.

5) **Policy:**

At a minimum the Board of Trustees shall hold a mid-year check-in and an annual performance review meeting with the Executive Director. The purpose of the mid-year meeting with the Executive Director is to assess the progress of the annual goals and to determine what support the Executive Director requires from the Trustees to meet established goals.

The Board of Trustees shall render annually a formal, written performance appraisal of the Executive Director and address the following areas:

- A. Staff Relationship, Development and Management.
- B. Financial Responsibility and Oversight.
- C. Board Relations.
- D. Operations/Quality of Library Services.
- E. Government and Community Relations.
- F. Facilities Management.

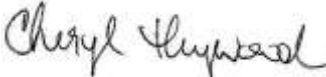
6) **References:**

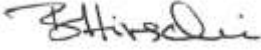
- A. Executive Director Performance Review Procedure.
- B. Executive Director Performance Review Form.
- C. Executive Director Job Description.

- D. Timberland Board of Trustees Bylaws.
- E. Executive Director Goals.

7) Citations:

- A. RCW 42.30 - Open Public Meetings Act

 4/22/2020
Cheryl Heywood, Executive Director

 4/22/2020
Brenda Hirschi, President

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.

