

BPL Library Director Performance Review Process

Annual Review

The Board of Trustees is responsible for conducting an annual Performance Review of the Library Director, which should be completed and submitted to the town Administrator by the last day of February. A three-member subcommittee of the Trustees will take the lead to organize the review. The task involves summarizing responses and presenting main themes from the performance review documents to the Board prior to meeting with the Director.

The Performance Review will consist of the following components:

- 1) Self-evaluation by the Director
- 2) Feedback from Library staff
- 3) Library Director Evaluation completed by the three-member subcommittee

Prior to the Trustee meeting in which the Performance Review will be conducted, the three-member subcommittee will be responsible for:

Updating the forms to make sure they are appropriate for the review;

Distributing the Director's Self-evaluation form and the Staff Evaluation form, determining the best way to collect responses, and ensuring that all responses will be confidential;

Completing the Library Director Evaluation form independently;

Meeting to synthesize responses and identifying main themes to convey to the Director;

If applicable, identifying appropriate level of compensation increase, using the appropriate pay scale; and

Presenting themes and conducting full discussion with full Board of Trustees members present during non-public meeting (the Director will be asked to step out of the meeting for the discussion).

Once the Board of Trustees completes its discussion, the Library Director will join the non-public meeting. The Trustees and the Director will review and discuss the highlights from the performance review documents. Together the Trustees and Director will identify goals for the upcoming year as well as any other short-term goals as necessary. These goals will be used to guide the annual review in the following year.

Upon completion, the Director's Self Evaluation and Library Director Evaluation completed by the Trustees will be submitted to the Town Administrator, to be added to the Director's personnel file. Employee evaluations will be discarded by Trustee President.

Interim Performance Review

In certain circumstances, an interim review format may be used to evaluate the performance of the Director. These circumstances would include but are limited to: the hire of a new director; the hire of an interim director; and the unsatisfactory performance of an existing director that has led to a probationary or warning period.