

London Public Library
**CEO and Chief Librarian Performance Appraisal/
Evaluation Policy**

Effective: June 23, 2022
Next Review: September 2026

PURPOSE:

This purpose of this Policy is to outline the processes for the review of the performance of the London Public Library's Chief Executive Officer & Chief Librarian (CEO) by the London Public Library Board (Library Board).

The CEO's performance evaluation is based on the CEO's job description, the Strategic Plan achievements, overall organizational performance, and the CEO's annual goals.

DEFINITIONS:

360-Degree Review: means a performance evaluation that solicits feedback about the CEO from all directions: the Board, community partners, and direct reports

Balanced Scorecard: means a performance metric used to identify, improve, and report on various goals and resulting outcomes

POLICY STATEMENT:

An evaluation of the performance of the CEO shall be carried out every year for the term of the CEO's employment contract. Both the CEO and the Library Board have responsibilities to prepare for the review. The results of the review will be placed in the CEO's confidential personnel file.

The CEO Performance Review Committee (Committee) will follow-up with the CEO every six months. The Committee, with input from the Board, will create a Balanced Scorecard to be used in the CEO's yearly performance review, which will be used to determine training and development needs. The performance review will commence in mid-January with an anticipated completion date of April.

1. In December of each year, the CEO shall:

- review the CEO job description and recommend any changes the CEO believes are necessary;
- prepare a document outlining progress made towards the Library's Strategic Plan and other organizational goals/initiatives (Balanced Scorecard), as well as suggested goals and objectives to be met during the coming year;
- submit the documentation to the CEO Performance Review Committee before January 15th; and,
- recommend who amongst the CEO's colleagues and direct reports should respond to the survey regarding the CEO's performance.

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2. In December of each year, Board actions related to the CEO performance review shall include the following:

- the Chair will inform the Board of the upcoming CEO performance review and request any input from the Board Members, providing a deadline and format for input;
- the Committee will solicit an outside firm to conduct a 360-Degree Review of the CEO;
- the Committee will develop an understanding of the CEO job description, including competencies required;
- the Committee will provide constructive and effective feedback regarding overall organizational performance, the CEO's annual goals, the Strategic Plan goals, and progress and timelines in reaching these goals; and,
- the Committee will mentor, guide and support the CEO in meeting the CEO's individual goals and the Library objectives.

3. In February of each year, the following procedures shall occur:

- the Committee will read the documentation submitted by the CEO;
- the Committee will consider the input submitted by Board Members and by the Committee members;
- the Committee may request a copy of the previous year's final letter of appraisal from the CEO's personnel file to assist the Committee in completing the CEO performance review;
- the Committee will meet with the CEO to discuss the CEO's performance in general and to address points raised in any of the documentation;
- the Committee will meet to complete the CEO performance review and to develop the points to be included in the letter of performance review to be placed in the CEO's confidential personnel file;
- the Board Chair will meet with the CEO to discuss the outcome of the review, including insights and observations from the Board;
- at an *in-camera* Board meeting in March or April, the Board Chair will report the completion and outcome of the CEO performance review, noting any exemplary achievements of the CEO in addition to areas for improvement;
- if necessary, the CEO will adjust personal annual goals based on feedback from the CEO performance review for Board review, comment and/or approval; and,
- the final letter of appraisal will be drafted by the Board Chair and placed in the confidential personnel file of the CEO. No distribution will be made to Board Members.

INQUIRIES:

Director, HR

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HISTORY:

Approved by Board: June 23, 2022

Reviewed by Board:

- October 15, 1986
- May 12, 1993
- October 26, 2006
- November 20, 2014
- September 27, 2018