REVISED POLICY

PURPOSE

To outline the process for the performance evaluation of 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

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 360-Degree Review to be used in the CEO's yearly performance review, which will be used to determine training and development needs. The performance review will start on September 1 with a completion date by October 30 each year.

1. In August of each year:
    - the CEO shall:
        a. review the CEO job description and recommend any changes the CEO believes are necessary;
        b. provide the names of their Direct Reports and five External Colleagues to respond to the survey regarding the CEO's performance.
    - the Committee shall:
        a. develop an understanding of the CEO job description, including competencies required;
        b. review the Performance Evaluation Survey questions (CEO Self-Evaluation, Direct Report, and External Colleagues) and make any required changes.
2. In September of each year:
    - the CEO Performance Evaluation Committee will conduct a 360-Degree Review of the CEO, sending Performance Evaluation Surveys to Direct Reports and three External Colleagues selected from those recommended by the CEO;

- the CEO shall complete the CEO Self-Evaluation Survey.
- the Committee 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.
- All surveys and feedback will be submitted to the Chair of the Committee by September 30 of each year.

3. In October of each year:
    - Performance Review:
        a. the Committee will review all surveys and consider any input submitted by Board Members and Committee members;
        b. 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;
        c. 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;
    - Review Response:
        a. 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;
        b. the Board Chair will meet with the CEO to discuss the outcome of the review and 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;
        c. 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,
        d. at an *in-camera* Board meeting in October, 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;
        e. 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.
4. Throughout the year:
    - the Committee will mentor, guide and support the CEO in meeting their individual goals and the Library objectives.

INQUIRIES

Director, Human Resources