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EXECUTIVE DIRECTOR EVALUATION POLICY

The evaluation of the Director provides an annual opportunity for the Library Board of Trustees and Director to define the success of the previous year and to establish goals for the coming year. The evaluation will be considered in the determination of the Director's compensation.

1. Evaluation

The Personnel Committee will lead the Board's evaluation of the Performance of the Director. An initial evaluation of a new Director will be conducted six months after the start of employment. Thereafter, evaluations will be held, at a minimum, annually in June. In addition to providing an appraisal of past performance, the evaluation process should include goal-setting for the future evaluation period.

The Director will participate in this goal-setting. The Director will have an opportunity to place comments on the record with regard to the evaluation. The Personnel committee will report the results of the evaluation to the Board.

2. Compensation

Concurrent with preparation of the budget, the Personnel Committee in consultation with the Finance Committee will prepare a proposal for compensation of the Director for the forthcoming calendar year.

The proposal must be approved by the Library Board of Trustees before the proposal is made to the Director.

The Personnel Committee Chairperson with the President of the Library Board of Trustees will present the offer to the Director.

3. Responsibilities

The Personnel Committee is responsible for leading the Library Board of Trustees' evaluation of the Director and recommendation of the Director's compensation.

The Library Board of Trustees are responsible for approving the proposal for compensation of the Director.

Adopted by the t Library Board of Trustees: March 19, 2015

Amended by the Library Board of Trustees: 2/9/2023

Reviewed by the Policy Committee: 1/17/2023