

Appraisal of the Executive Director Policy

Purpose

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

Scope

This policy applies to the Executive Director.

Policy

The Board of Trustees shall hold a mid-year check-in if requested by the Executive Committee 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:

- Visionary Leadership
- Strategic and Organizational Leadership
- Administrative Leadership
- Facilities Development
- Financial Management
- Government and Community Relations
- Board of Trustees Relations

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). The Executive Committee, comprised of the current President, President Elect, and most recent past President, completes the duties of the Executive Director Evaluation.

References

Executive Director Performance Review Procedure

Executive Director Performance Review Form

Executive Director Job Description

Timberland Board of Trustees Bylaws

Executive Director Goals

Citations

RCW 42.30 - Open Public Meetings Act

Effective 1/1/2025

Review Date 1/1/2027

Policy Number: 016

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.