

Library Director Evaluation Policy

The library director of the Center Moriches Free Public Library reports to the Board of Trustees and is responsible for the day-to-day operations of the library. The Board of Trustees has the authority and a responsibility to administer an evaluation of the library director minimally, every two years.

Purpose of the Performance Evaluation

- To provide the library director with a clear understanding of the board's expectations.
- To ensure the library director and the board are aware of how well the expectations are being met.
- To identify any concerns of the board so that appropriate action can be taken.
- To review any accomplishments of the library director.
- To demonstrate sound management practices and accountability to community members and library staff.

Procedure

- The Board of Trustees will establish and agree upon the evaluation and the criteria in consultation with the Library Director.
- The Library Director will complete a self-assessment and submit it to the Board of Trustees along with any supporting documentation.
- The Board of Trustees may request that library staff provide an evaluation on the effectiveness of the Library Director.
- The Board of Trustees will work together to fill out the evaluation.
- The final draft of the evaluation will then be presented to the library director. Any written statements along with the evaluation will be included.
- The Board of Trustees will then meet with the Library Director to review the evaluation and discuss future goals.
- The evaluation shall always be reviewed in executive session.
- The evaluation, once approved by the Board of Trustees, will be included in the Library Director's personnel file. It will be signed by the Board President and the Library Director.

Approved by the Board of Trustees on 10/16/23

