

# CEO/Chief Librarian Performance Evaluation Policy

Policy Number: 2023-1

Policy Type: Governance

Review Period: 4 years

Approval History: June 22, 2023, December 19, 2024

References (Internal Use Only): Appendix A: CEO/CL Job Description, Appendix B: Process – CEO/CL's Performance Review, Appendix C: Board Member's Questionnaire, Appendix D: Timelines – CEO/CL's Performance Review Process.

## 1.0 Purpose

The Board of the Greater Sudbury Public library manages one employee, the Chief Executive Officer and Chief Librarian (CEO/CL). The position of CEO/CL is filled by an individual with the skills required to execute all functions within the library's mission. Professional development is an ongoing component of the CEO/CL's functions, to ensure knowledge and skills are maintained.

The Board will monitor and evaluate the CEO/CL based on performance objectives and expectations using a performance management system/evaluation tool that meets current good practice.

## 2.0 Scope

The Policy applies to all Board members and the CEO/CL.

## 3.0 Policy

Subject to the terms outlined in the employment agreement and the successful completion of a six-month probationary period, the CEO/CL shall be employed for an indefinite term. For clarity, the offer of employment for an indefinite term is contingent upon a favorable evaluation by the Evaluation Committee of the CEO/CL's performance throughout the probationary period.

The salary of the incumbent shall not be affected by these appraisals.

### DEFINITIONS

Records	All documents relating to the CEO/CL's performance reporting and contract are placed in a sealed and labeled envelope in the CEO/CL's secure personnel file, with the CEO/CL having received copies. Only the Chair and Vice-Chair have the access code for the secure location.
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## 4.0 *Responsibility*

### Chief Executive Officer and Chief Librarian (CEO/CL)

- Drafts annual organizational goals based on current strategic and operational priorities for approval by board.
- Provides regular updates throughout the year to the Board.
- Completes a self-evaluation annually and submits it to the Evaluation Committee, identifying professional development goals for the next year.

### Evaluation Committee

- Leads the evaluation of the CEO/CL's performance, ensuring matching indicators are used by all parties and on all tools
- Collects information necessary to assess the performance of the CEO/CL
- Discerns the appropriate feedback required on the CEO/CL's performance for that year.
- Meets with the CEO/CL to review performance.

## 5.0 *References*

Directors will refer to **Appendix A: CEO/Chief Librarian Job Description, Appendix B: Process – CEO/Chief Librarian's Performance Review, Appendix C: Board Member's Questionnaire, Appendix D: Timelines – CEO/Chief Librarian's Performance Review Process.**