

CEO Performance Evaluation Policy

Policy Number: 2023-1

Policy Type: Governance

Review Period: 4 years

Approval History: June 22, 2023

1.0 Purpose

It is the Greater Sudbury Public Library Board's responsibility to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The Library Board oversees the performance of the CEO and supports the CEO's development. As part of this process the Library Board and CEO engage in annual performance appraisal, planning and review. This process facilitates communication between the Library Board and the CEO and ensures that the Board's priorities are achieved. This policy also sets out the basis for the CEO evaluation.

2.0 Criteria for Evaluation

1. The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter.
2. To complete the evaluation the library board shall:
 - i) have a current written job description which states the overall responsibilities of the CEO
 - ii) develop, with the CEO, performance objectives based on current strategic and operational priorities
 - iii) monitor the degree to which Board policies and performance objectives are being met. Monitoring of the CEO's job performance will be solely against expected job outputs.
- c) Information collected to assess the performance of the CEO may include:
 - i) internal reports, in which the CEO discloses performance and compliance information to the Board
 - ii) external reports, in which a disinterested, external third party selected by the Board, assesses compliance with Board policies
 - iii) direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

3.0 Evaluation Process

The Library Board's Evaluation Committee will oversee the performance evaluation process. The evaluation process consists of the following steps:

1. Establishing Goals (November):
 - The organizational goals are the CEO's goals
 - The CEO will draft annual organizational goals based on current strategic and operational priorities
 - The Board will receive the draft goals from the CEO for comment at the November meeting and tabled again at the following meeting for approval
2. Mid-Year Progress Report (June):
 - The Board will receive an update on progress toward organizational goals through a mid-year progress report presented at the June meeting
3. Year-End Report (December):
 - The Board will receive a final year-end report from the CEO documenting the outcome of annual organization goals
4. Performance Evaluation (January):
 - Following receipt of the year-end report the Board will form an Evaluation Committee consisting of the Chair, Vice-Chair, and an additional member of the Board
 - The Evaluation Committee will meet to formally evaluate the CEO's performance. The Evaluation Committee will consult with the Board as a whole through the evaluation process using the Questionnaire for Board Members (Appendix A). The CEO may be consulted during the evaluation process but the Committee should conduct their evaluation without the CEO present. The final performance report will inform Board discussions about future objectives and continuation of the current appointment.
 - The Evaluation Committee will meet with the CEO to present the Committee's performance appraisal, to provide constructive feedback, and in the event that the CEO's performance requires improvement, to offer training, mentoring, or other development opportunities intended to improve performance.
 - At any point of the annual evaluation process there may be questions or the need for a Library Board discussion regarding CEO performance. Board members wishing such discussion should make that request through the Board Chair. Any discussions scrutinizing an identifiable individual's conduct or performance should be conducted in closed session in accordance with Section 16.1(4) of the Public Libraries Act (R.S.O. 1990, c. P.44).
5. 360 Evaluation:
 - The Board or the assigned Evaluation Committee will conduct a 360 performance evaluation of the CEO after the first year of employment and every five (5) years thereafter. The



assessment process and outcome will be documented in writing and presented to the Board.

APPENDIX A

CHIEF EXECUTIVE OFFICER BOARD QUESTIONNAIRE

**PERFORMANCE EVALUATION
of the
CHIEF EXECUTIVE OFFICER**

QUESTIONNAIRE FOR BOARD MEMBERS

Please complete the questionnaire as completely as possible. The CEO is responsible for a variety of services related to the Library Board. *Please indicate your degree of satisfaction with the CEO'S performance regarding the following responsibilities:*

	Below Satisfactory	Satisfactory	Above Satisfactory	Unknown
a) Develop the GSPL's annual service plan and implement the organization's mission, plans, programs and services.				
b) Support, develop and educate the Library Board. Keep Board informed on major personnel issues and on-Board decisions that require follow-up.				
c) Ensure that GSPL programs and services comply with all applicable legislation				
d) Provide advice on complex sensitive issues				



e) Develop and manage the GSPL's annual budget ensuring effective utilization of GSPL fiscal resources.				
f) Manage and develop human resources, including appropriate delegation of responsibilities; provide leadership and direction to staff and volunteers				
g) Establish and maintain effective working relationships with the city				
h) Represent the GSPL within the community and develop cooperative and collaborative relationships with other service providers; local, regional and provincial governments; and other bodies working to promote the interests of the GSPL				
i) Handle media and community education and serve as the primary spokesperson for the organization.				

Are there any suggestions you would like to make which would further enhance any of the above areas?



How satisfied are you with the way the CEO keeps the Library Board informed?

Would you like to comment on any other aspect of the CEO's performance?

Name Date

THANK YOU FOR YOUR PARTICIPATION.

Evaluation Committee, GSPL