

# CEO Performance Evaluation Policy

Policy Number: 2023-1

Policy Type: Governance

Review Period: 4 years

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## 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 may consult with the Board as a whole through the evaluation process. The CEO may be consulted during the evaluation process but the Committee should conduct their evaluation without the CEO present.
  - 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).