



REPORT TO THE LIBRARY BOARD

MEETING DATE: MARCH 26, 2009

Session:	Public
Subject:	CEO Performance Appraisal Ad Hoc Committee
Prepared By:	David Wwinner
Presented By:	David Wwinner
Purpose of Report:	For Decision: Consent <input type="checkbox"/> Approval <input checked="" type="checkbox"/>

Recommendation:

It is recommended that an Ad Hoc Committee of the Library Board be formed to:

- Review and update the existing Chief Executive Officer Performance Appraisal/Evaluation Policy, including Process and Procedures; and
- Conduct the appraisal process.

**LONDON PUBLIC LIBRARY
STATEMENT OF POLICY**

Authority Level: Board Level

Policy #: PA-21

Date Passed: October 15, 1986

Revised: May 12, 1993

Chief Executive Officer Performance Appraisal/Evaluation Process

Policy:

The Evaluation Appraisal Committee shall meet with the Chief Executive Officer in November of each year to review his/her performance appraisal.

The review shall cover performances relative to:

- i) The general skills normally associated with senior administrative and management positions
- ii) The specialist skills critical to the position
- iii) The accountability of the position to the Board
- iv) The progress and results on specific objectives established in the last performance review

The review shall also establish mutually agreed-to objectives for the forthcoming appraisal period.

Documentation in the form of a completed confidential CEO Performance Review Form resulting from the above mentioned meeting, shall be filed in the CEO's personnel file and retained for a period of not less than five years.

Board Motion: E86/49
Replaces: E93/18.5

See Procedure: PA-23.1-PR

LONDON PUBLIC LIBRARY STATEMENT OF POLICY

Authority Level: Board Level

Procedure #: PA-21-PR

Date Passed: October 15, 1986

Revised: May 12, 1993

Procedures:

1. In September of each year,
 - (i) the CEO shall review his/her job description and recommend any changes which he/she believes necessary.
 - (ii) the Chairperson of the Board shall inform the Board of the upcoming performance review meetings and request their input to the process, giving a deadline and format for input. (Appendix #1 and #2 may be used).
2. An Executive Appraisal Committee shall be made up of the Chairperson of the Board, the Vice-Chairperson of the Board, the *Chairperson of the Personnel Committee* (to be revised). An alternate appointment may be made by the Chairperson of the Board, if required.

In October, the Board's Executive Appraisal Committee will meet informally with the CEO, to discuss their observations and concerns about the library, the CEO's success in achieving his/her goals and future directions of the Library.
3. Within two weeks of this initial meeting the Board's Personnel Appraisal Committee shall meet to draft the formal evaluation of the CEO's performance. The review form will then be filled in. The Committee shall consider:
 - the inputs received from other members of the Board
 - their own notes taken during the year, concerning specific activities and actions taken by the CEO
 - the job description of the CEO
 - the CEO's goals and objectives for the year, as established at the previous review
4. In October the CEO shall prepare in writing his/her suggested goals and objectives to be met during the coming year and present these to the Chairperson of the Board.

5. At the November Board meeting, the Chairperson of the Board shall meet with the Board "in camera" and read the entire review without distributing copies. Any appropriate feedback will be taken into consideration for inclusion. At the public session of the meeting, the Chairperson shall also present the CEO's proposed goals and objectives for the coming year, to the Board, for review, discussion and additions and approval.
6. In November the Chairperson of the Board shall meet with the CEO and review the performance evaluation developed, including observation and feedback from the Board.
7. The completed written evaluation form shall be placed in the CEO's personnel file. No distribution will be made to Board members.
8. Consideration of the CEO's merit review, if applicable, may be done concurrently with the review in November.
9. The Chairperson of the Board shall report to the Board that the evaluation process is completed.
10. The Board may appoint an alternate to the Executive Appraisal Committee if a member is unavailable.

Board Motion: E86/49
Replaces: E93/18.3

See Policy: PA-23.1