

## LONDON PUBLIC LIBRARY POLICY

Title of Policy: Chief Executive Officer & Chief Librarian Performance  
Appraisal/Evaluation Process

Policy Type: Board Governance

Policy No: G-07

Effective Date: September 27, 2018

Review: September, 2022

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### **PURPOSE:**

This purpose of this policy is to outline the processes for the review of the performance of London Public Library's Chief Executive Officer & Chief Librarian (CEO) by the London Public Library Board (Library Board).

### **POLICY STATEMENT:**

An evaluation of the performance of the CEO shall be carried out every two years or as appropriate to the term of the CEO's employment contract. Both the CEO and the Library Board have responsibilities to prepare for the review. The results of the review will be placed in the CEO's confidential personnel file.

1. In September/October each year, the CEO shall:

- Review the CEO job description and recommend any changes which the CEO believes are necessary;
- Prepare a document outlining progress made towards the Library's Strategic Plan and other organizational goals/initiatives, as well as suggested goals and objectives to be met during the coming year; and
- Submit the documentation to the Library Board's Ad Hoc CEO Performance Review Committee before November 1st.

2. In September/October each year, the Library Board actions related to the CEO Performance Review shall include:

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- The Chair informs the Library Board of the upcoming performance review, and requests any input from the Library Board members, giving a deadline and format for input and
- The Library Board forms an Ad Hoc CEO Performance Review Committee, consisting of the Library Board Chair, Vice-Chair and one other Library Board member.

3. In November each year, the following procedures shall occur:

- The Ad Hoc CEO Performance Review Committee reads the documentation submitted by the CEO;
- The Ad Hoc CEO Performance Review Committee considers the input submitted by Library Board Members and by the Ad Hoc Committee members;
- The Ad Hoc CEO Performance Review Committee meets with the CEO to discuss the CEO's performance in general and to address points raised in any of the documentation;
- The Ad Hoc CEO Performance Review Committee meets to complete the evaluation and to develop the points to be included in the letter of performance review to be placed in the CEO's file;
- The Library Board Chair meets with the CEO to discuss the outcome of the review, including insights and observations from the Board; and
- At a November In Camera Board meeting, the Library Board Chair reports the completion and outcome of the performance review, noting any exemplary achievements of the CEO; and
- The final letter of appraisal is drafted by the Library Board Chair and placed in the confidential personnel file of the CEO. No distribution is made to Library Board members.

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### **BACKGROUND:**

### **KEYWORDS:**

### **INQUIRIES:**

CEO & Chief Librarian

### **RELATED DOCUMENTS:**

### **DOCUMENT CONTROL:**

Approved: October 15, 1986

Reviewed: May 12, 1993

Reviewed: October 26, 2006

Reviewed: November 20, 2014 (L14/66)

Reviewed: September 27, 2018 (L18/43.1)