



# SCUGOG MEMORIAL PUBLIC LIBRARY

<b>POLICY TYPE / NUMBER:</b>	<b>BOARD B10</b>		
<b>POLICY TITLE:</b>	<b>Annual Board Evaluation</b>		
<b>AUTHORITY / CREATED:</b>	<b>Board</b>	<b>April 22, 2010</b>	<b>Reviewed: Jan. 16, 2020</b>

## POLICY STATEMENT:

As the body appointed by the municipal council to govern the library, the Board's job is to oversee the structures and processes used to direct and manage the library's operations. As a corporation receiving authority under the Public Libraries Act, the Board is responsible for ensuring the provision of public library services according to the community's needs.

Evaluation is the process by which the Board determines if the Library is achieving what it is mandated to do. The Board demonstrates accountability to the Township by reviewing 1) whether the library under the direction of the CEO achieved what it set out to achieve and 2) how the Board directed and monitored this activity and 3) if and how Board structures or processes could be made more effective.

Evaluation needs a standard of comparison or previously documented objectives, including timeframes, against which performance and outcomes may be measured.

Evaluation is accomplished in keeping with the Code of Conduct and in the spirit of community volunteer work. Constructive feedback is expressed as objective fact with supporting illustrations; suggestions for improvement would note where such suggested processes may have previously been successful. Opportunity for recognition of individual and group effort should also be sought.

## PRINCIPLES:

**Board Self-Evaluation:** The Board evaluates aspects of structure, process and outcome through reflection on Goals and Objectives, considering Board performance, and facilitating discussion at one meeting. This framework focuses the discussion.

- a. **Structure** - This section looks at the organization of work, standards and guidelines.

- i. Do we have appropriate Board Committees to facilitate work and bring recommendations for discussion at Board meetings?
  - ii. Do we have Board policies to guide decision-making, provide orientation for new members and enhance continuity for the next Board?
- b. **Process** - This section evaluates how we work together at meetings, at Board functions or as Board members in the community. To accomplish Board objectives in an effective and responsible manner, in keeping with our Code of Conduct and Values:
  - i. What should we stop doing? What is impeding our progress or making our work more challenging than it might otherwise be?
  - ii. What should we start? What are others doing that we are not? What might be helpful in achieving our aims that we are not currently doing?
  - iii. What is working well, achieving results, supporting Board members in their work, so we should continue?
- c. **Outcome(s)** - This section reviews our work plan and objectives and timelines.
  - i. Were our objectives and timelines reasonable? Did we do what we said we would? What percentage of our goals did we achieve?
  - ii. What impacted our ability to accomplish results? Who or what was especially problematic? Surprising? Helpful?

#### PROCEDURE FOR EVALUATION:

1. **STRUCTURE:**  
 The Board Chair or delegate receives a brief summary from the CEO regarding Board member attendance at Board meetings and Committees as well as special projects; the Chair presents this information as part of the Board evaluation discussion. The Board considers the composition and work of Committees and either confirms the current structure or creates a revised structure of working committees, where applicable.

2. PROCESS:

The Chair of Finance, Policy and Personnel Committee or delegate gathers input from all Board members on Board performance at the end of the year, using the Board Self-Evaluation Form – Appendix #1, compiles this feedback and presents the aggregate document at a Board meeting early in the new calendar year. From discussion, a consensus document is drafted as the Board Evaluation.

3. OUTCOME

The Board Vice Chair or delegate gathers input from all Board members regarding attainment of stated Goals and Objectives at the end of the year, and facilitates a review of Board Goals and Objectives at a regular Board meeting early in the new calendar year. (See template Status Report - Appendix #2)

Contact Person: Board Chair, Chief Executive Officer

Cross Manual Reference:

Relevant Forms: Appendix #1 – Board Self-Evaluation Form

Appendix #2 – Status Report on Board Goals and Objectives

Approval Date: April 22, 2010

Review Dates: October 22, 2013

Revised Date: January 16, 2020; November 17, 2016 (New Evaluation Tool Added)

Approved by: