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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** January 8, 2019

**Subject:** Report PPL19-005  
Library CEO Annual Evaluation Process - Completed

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## **Purpose**

A report to inform the Library Board on the status of the annual evaluation process for the Library CEO.

## **Recommendations**

That the Library Board approve the recommendations outlined in Report PPL19-005, dated January 8, 2019, of the Library Board Chair, as follows:

- a) That the report be received for information,
- b) That the final process outlined be approved and adopted by the Board.

## **Budget and Financial Implications**

There are no budget or financial implications associated with the recommendations of this report.

## Background

The 2018 Library CEO annual evaluation was completed in December 2018 by a sub-committee of the Board consisting of Board members Dan Moloney, Paul Stern, and Jayne White. The forms used for this process were presented at a prior Board meeting and approved (Report 18-053).

The committee is submitting the following as the procedure to be followed in future annual performance reviews:

1. The annual review process should begin in September, with the goal to have it completed by November.
2. A sub-committee should be formed consisting of three Board members, including at least one member who has regular dealings with the CEO, such as the Chair.
3. Input should be sought from a maximum of three external contacts (i.e.: City departments or community partners) using the approved form. Completed forms are to be returned to the sub-committee.
4. The CEO is requested to supply their input using the approved form and return it to the sub-committee.
5. Input from Board members as a whole may be attained through a closed session agenda item at the October meeting.
6. The sub-committee will gather and summarize the various input forms from all sources by the end of October and report back to the Board as a whole at the November meeting to seek confirmation of support for summarized version.
7. The Chair or another member of the sub-committee should schedule a meeting with the CEO in early November, where they discuss and deliver a summary of input using the same form as the external contacts.  
  
(Optional – further comments from CEO can be added to the end of template after discussion.)
8. A copy of the form, signed by Chair and Vice-Chair is kept by the CEO.
9. An additional copy of the signed form and all other completed forms should be sent to Human Resources to be kept on file.
10. The Board Chair informs the Human Resources Manager of the Board's decision to increase CEO salary to next step, as appropriate.

Submitted by,

Paul Stern  
Library Board Chair

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