



# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 8, 2019

**Subject:** Report PPL19-041  
Library Board Evaluation

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## Purpose

A report to provide the Library Board with a copy of the documents needed to begin their Evaluation.

## Recommendation

That the Library Board approve the recommendation as outlined in Report PPL19-041 dated October 8, 2019, of the Library CEO as follows:

That the Board begin the Library Board Evaluation process.

## Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of this report.

## Background

One of the Board goals established at the June 4, 2019 meeting was to perform a self-evaluation of the Board. The policy sub-committee have examined the evaluation forms used by other libraries and have provided documents (Appendix B) for Board use.

A procedure should also be implemented to ensure ongoing evaluation. See Appendix A for a proposed procedure from the Policy sub-committee.

Submitted by,

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Library CEO

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**Attached:**

Appendix A – Board evaluation procedure (proposed)  
Appendix B – Library Board Evaluation Forms

## Appendix A – Board evaluation procedure

### Library Board self-evaluation procedure

In co-operation with the CEO, the Board will establish a set of measurable standards by which the function and process of the Board performance can be evaluated.

Under the leadership of the Chair, on a bi-annual basis, the Board will conduct a self-evaluation.

- a. The Board will evaluate itself in the areas outlined by the **Public Library Act** under Powers and Duties of the Board.
- b. The Chair will distribute a report to the Board outlining the results of the self-evaluation.
- c. The Board will formulate a work plan that will highlight specific goals and objectives for improvement of identified areas.

### Template Procedures

- In years 2 and 4 of the Board's term, at the February meeting, the Board will review the template of possible survey questions that may be used to evaluate the Board's performance in the coming two-year period.
- Categories to be evaluated should be limited to between three and five and reflect the collective focus of the Board over the coming two-year period.
- At that time the Board should also evaluate its performance as a base line measure against which to compare future performance.

### Evaluation Procedures

- On a bi-annual basis the Board will evaluate its performance for a period from April to March.
- At the April meeting the Board will distribute the selected questions to evaluate the Board's performance over the past year.
- Results will be tabulated and shared with the Board at the May meeting.
- The same questions should be used for two consecutive years for comparison purposes.
- A work plan should be developed to address any areas that the Board has identified as requiring attention.