



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: March 10, 2020

Subject: Report PPL20-011
Library Board Evaluation

Purpose

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

Recommendations

That the Library Board approve the recommendations as outlined in Report PPL20-011 dated March 10, 2020 of the Library CEO as follows:

- a) That Report PPL20-011 be received for information; and
- b) That the Board begin their annual evaluation process.

Budget and Financial Implications

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

Background

One of the Board goals established at the June 4, 2019 meeting was to perform a self-evaluation. The attached forms (see Appendix A) were approved at the October 8, 2019 meeting.

The completed forms should be returned to the Library CEO no later than March 20, 2020 for presentation of the results at the April meeting.

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 two and four 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 in total 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 March 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 their next 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.

Submitted by,

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Library CEO

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Attached:

Appendix A – Library Board Evaluation Forms