

Library Director Evaluation Policy (Updated August 2026)

I. Purpose

The purpose of this policy is to provide a process by which the Board of Trustees of the Moyer District Library may review and assess the performance of the Library Director and to identify objectives for the Library Director which are aligned with the Library's plans and priorities. The Board shall strive to review the Library Director on a semi-annual or annual basis.

II. Policy Guidelines

The Board as a whole is responsible for evaluating the Library Director, however the President of the Library Board may appoint a special committee to implement this policy.

1. Library Director Self-Evaluation. In June of every year, the Library Director shall evaluate his or her performance for the prior year. This self-evaluation will be done by completing the form. The Library Director will review his or her performance in the focus areas established and the Library Director's job description. The Self-Evaluation will be submitted to the Board President by June 15.
2. Board Evaluation of Library Director. Around the same time that the Library Director is performing his or her self-evaluation, each trustee of the Board may evaluate the performance of the Library Director for the prior year by completing a form. Each Member will review the Library Director's performance in the focus areas and the Library Director's job description. Members shall not be required to complete Library Director performance evaluations.
3. Staff and Stakeholder Evaluation of Library Director. The Board may, in its discretion, ask certain Library staff members or other stakeholders to evaluate the Library Director. If the Board decides to seek evaluations from staff or stakeholders, then it shall ask the staff members or other stakeholders to provide evaluations using the same or similar form or process as the Board Members. The Board Committee may direct the Secretary to compile evaluation responses from Board Members, staff members and/or stakeholders on a confidential basis.
4. Review of Evaluations. After the Library Director has completed his or her self-evaluation, the Members have completed their individual evaluations, and any staff members or stakeholders have completed their evaluations (if any), the Policy and Personnel Committee shall meet to review and compile the evaluations into one document. This summary evaluation will be provided to the Director and Board. The committee shall identify (a) focus areas for the Library Director for the current year that align with the Library's plans and/or other priorities and (b) any performance evaluation comments the Board committee wishes to provide to the Library Director.
5. Establishing Focus Areas. The President or other Member appointed by the President shall communicate any performance evaluation comments from the Board committee, deliver a copy of summative evaluation, and provide the list of focus areas identified to the Library Director. The Library Director shall have an opportunity to provide comments on the focus areas or any other aspect of his or her evaluation. The Board shall have ultimate authority to establish the Library Director's focus areas, provided that they are consistent with the Library Director's employment agreement and applicable law. The Library Director shall sign a form acknowledging receipt of the focus areas.