

## CEO Evaluation

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### Policy Statement

The purpose of this policy is to create a framework for evaluating the Chief Executive Officer (CEO) of the Bucks County Free Library in a comprehensive and unbiased manner. The evaluation aims to assess the CEO's performance, provide constructive feedback, and support professional growth and development.

### Procedures

#### Evaluation Criteria and Tools:

- The evaluation criteria will be established collaboratively by the Library Board and the CEO. These criteria may include areas such as leadership, strategic planning, financial management, community engagement, staff development, and achievement of organizational goals.
- The criteria should align with the library's mission, vision, and strategic objectives.
- The evaluation process will involve a combination of self-assessment by the CEO and feedback from the Library Board.
- The evaluation form and all related tools and methods will be designed to ensure objectivity, fairness, and confidentiality.

#### Evaluation Timeline and Process:

- The CEO evaluation will be conducted annually, within two weeks of the anniversary of the CEO's commencement of employment, with the process initiated in advance to allow for thorough assessment and

feedback from the Board. The Library Board President will oversee the evaluation process.

- The Board President will work with the Board to establish and communicate specific deadlines for the evaluation process. The Board President will clarify expectations, set deadlines, distribute evaluation forms, and provide for interactive discussion among Board members.
- The CEO will have the opportunity to provide a self-assessment based on the established criteria.
- The Board President, or their designee, will provide all Board members with evaluation forms and the CEO's self-evaluation two weeks before completed evaluations are due back to the Board President. To ensure a timely and complete evaluation process, all Board members are expected to meet this deadline, as any delay may hinder the effectiveness of the evaluation and their ability to contribute feedback.
- The Board President will review all evaluation inputs received by the deadline and report the findings and recommendations to the rest of the Board. The report will highlight strengths, areas for improvement, and recommendations for compensation, if applicable.

#### **Feedback and Development:**

- The Board President, on behalf of the Library Board, will conduct the evaluation and provide constructive feedback to the CEO in a respectful and supportive manner.
- Feedback from the Board and input from the CEO will serve as a starting point for setting goals in the upcoming review period.
- The Board may suggest resources, training opportunities, or mentoring to assist the CEO's growth and development.

#### **Confidentiality:**

- All evaluation discussions, reports, and feedback will be treated with the utmost confidentiality.
- Evaluation results and reports will be securely stored and accessible only to authorized personnel involved in the evaluation process.