

The Hudson Library and Historical Society

Evaluation Policy for Director and Treasurer

Adopted 10/2010

BOARD POLICY FOR EVALUATING THE DIRECTOR AND TREASURER, FOR SETTING GOALS AND FOR DETERMINATION OF SALARIES.

The Library Board has the responsibility to evaluate the job performance, set goals and establish salaries for the director and treasurer, who are the only direct employees of the board. The board president has the major responsibility to oversee the process. The procedures to be followed are outlined here. This policy should be part of a procedural packet presented to the new Board President when taking office.

Evaluations are based on 1) the job description for the position, and 2) Additional Job Targets that are clearly established as additional goals for the year. These additional goals should be limited to a reasonable number and developed mutually with the individual being evaluated. The goals may relate to perceived weaknesses, challenges expected to arise in the coming year, to changes in responsibilities, or to new directions in which the library is moving. These goals or “job targets” are a cooperative effort between the board and director or treasurer.

The entire board evaluates the Director, but only the Finance Committee evaluates the Treasurer. The entire board has input into additional goals for the director and the Finance committee has input into the goals of the treasurer.

If the board so chooses, the evaluation process may be skipped for 1 year, but should be completed at least every-other year. If the board chooses to skip a year, there should be a motion which stipulates that job performance is completely satisfactory and that the current set of goals will extend into the next year. The salary process should be done each year unless a two-year adjustment has been done.

As near as possible, this timeline will be followed:

SCHEDULE

OCTOBER OR NOVEMBER

Ask the Director and Treasurer to do self-evaluations.

DECEMBER

This phase must be done in December or no later than January, with the “old board”. The new board is seated in February, so the process must be completed before then.

The Board President prepares evaluation sheets.

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The Board holds an Executive Session to do the evaluation of the Director. At that time, the self evaluation is shared with the board. The self evaluation may be written or verbal. There should be discussions and written evaluations from the board members, based on the goals that have been set for that year. At the same time, suggestions for goals for the next year should be discussed or suggested.

The Finance Committee and board president should also hold an Executive Session to evaluate the Treasurer. At that time, the self evaluation is shared with the committee. The self evaluation may be written or verbal. There should be discussions and written evaluations from the committee members, based on the goals that have been set for that year. At the same time, suggestions for goals for the next year should be discussed or suggested.

In preparation for a salary discussion, the treasurer should be asked to prepare comparisons and perhaps a Gortz report.

JANUARY

Preliminary evaluations are written by the board president. (The chairman of the Finance Committee may write the evaluation of the Treasurer.)

The board president will meet with Director and Treasurer to go over evaluations, allowing their input into final written evaluation.

At the same time, there should be discussion of the goals for the next year. The final goals should be the product of a mutual discussion with the individual involved.

JANUARY or FEBRUARY (prior to a new Finance Committee being formed)

The Board President will present final evaluations to the Finance Committee.

Finance committee will study salaries and makes salary recommendations to be presented for board approval. The treasurer may have prepared comparisons of salaries with other districts or a Gortz report.

It is appropriate for the Director or Treasurer to discuss salaries with the Finance Committee if they wish. The setting of salaries should not be considered as one sided.

FEBRUARY or MARCH.

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Finance takes the salary recommendations to the board in Executive session. The final evaluation and the goals should be presented to the director and treasurer by the board president, along with the chair of the Finance Committee if desired. Note: it would be ideal if this portion could be completed with the “old board” in January but timing has never allowed that to occur.