



## **EVALUATION OF EXECUTIVE DIRECTOR POLICY**

### **PURPOSE:**

Evaluation is essential to a systematic approach to management and is also a necessary element to a program of planned improvement.

### **POLICY:**

The Executive Director will be evaluated by the Board on an annual basis. The Board has established an evaluation procedure.

The Board shall evaluate and fix the compensation of the Executive Director annually, annually on his/her anniversary date. The evaluation instrument shall be provided to the Director no later than one month prior to his her anniversary date.

It is the intent of the Board that the evaluation procedure will enable the Executive Director to:

- Understand with increasing accuracy the scope of his/her duties and responsibilities;
- Establish long- and short-term goals annually;
- Place priorities on tasks which are most critical in the performance of duties and responsibilities;
- Clarify relationships with those directed and supervised by the Executive Director and with those who direct and supervise the Executive Director;
- Improve day-to-day operational efficiency, enhance self-image, and increase job satisfaction;
- Receive suggestions and directions regarding desired improvement; and
- Receive commendation and esteem for accomplishments.

### **RESPONSIBILITY:**

Evaluation of the Executive Director shall be the sole responsibility of the Board of Trustees. Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210, (518) 427-4300.

### **APPROVED/REVIEWED:**

First approved April 2008, Revised June 2015 and October 2017

### **REVIEW DATE:**

October 2019