

Category: Personnel
Policy Number: 502
Title: Performance Appraisal for Library Manager

Guidelines and Procedures:

1. Library Manager shall complete a Goal-Setting Questionnaire (Appendix D) and submit it to the Board at the last regular Board meeting prior to their anniversary date.
2. At this Board meeting, a Committee of at least two shall be formed to fill out a Performance Appraisal (Appendix E) and set a date for meeting with the Library Manager
3. The Committee will meet at least two weeks prior to conferring with the Library Manager.
4. Their evaluation shall be provided to the Library Manager at least one week prior to stated meeting.
5. Any recommendations by the Committee will be discussed at the time of Appraisal and presented to the Board for Final Approval.
6. All employees of the Library shall be evaluated on regularly scheduled intervals:
 - first year—3 months, 6 months, 1 year
 - subsequent years—once a year on the anniversary of employment

Reviewed May 14, 2022

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Performance Appraisal