

STATEMENT OF POLICY AND PROCEDURE

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Subject: **EXECUTIVE DIRECTOR EVALUATION** | Sec 1, 1X Appendix A

Reviewed 2019/10/11 | Revised: 2019/11/23 | **Effective: 2019/07/10**

SECTION 1 - 1.X APPENDIX A

EXECUTIVE DIRECTOR EVALUATION

1. The Executive Director contract is a continuous employment contract.
2. Executive Evaluation Committee shall conduct and complete a full annual review of the Executive Director by October 31. Annually, the executive shall conduct an evaluation of the Executive Director prior to the end of October or two (2) months prior to the Executive Director contract renewal or whichever comes first.
3. This evaluation shall be conducted by a committee of three (3), consisting of Board Chair and two (2) members of the executive.
4. The Executive Evaluation Committee shall meet at a minimum of three (3) times a year. One of these three is the actual evaluation, two are for review and discussion.
5. Appendix A – Executive Director Evaluation Process

NLLS Executive Board Chair

November 23, 2019

Date of Approval



APPENDIX A – Executive Director Evaluation Process

- Committee will have an initial informal recap discussion with Executive Director.
- Committee shall speak with all department heads and the finance rep. and fill out independent forms as requested to do so.
- Committee may speak with and other system stakeholders who work with Executive Director. (Other System Directors, Gov't Reps, Library Managers etc.)
- Committee will independently fill out NLLS Executive Director Evaluation form.
- Those independent forms will be averaged to create a fourth form.
- Any score 3 or below requires an explanatory comment.
- Any entry left blank gets an automatic score of three.
- Executive Director will be afforded the opportunity to provide commentary on comments on form.
- Evaluation Committee and Executive Director meet to discuss final evaluation and set goals and measurable for forthcoming year.
- These goals will be presented to NLLS Executive for approval at next available meeting or electronic vote.
- These goals will be presented to board and accepted as information.