



**The City of Kawartha Lakes
Public Library**

Policy Number: LIB2021-15

**Policy Name:
PERFORMANCE REVIEW OF THE CHIEF EXECUTIVE OFFICER**

Developed By:	Linda Kent, Chief Librarian & CEO	Date:	03 Dec 2013
		Adoption Date:	12 Dec 2013
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POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide an overall framework for the annual performance review of the Chief Executive Officer (CEO) in order to ensure consistency from year to year and from Library Board to Library Board.

SCOPE

This policy shall apply to the City of Kawartha Public Library and the City of Kawartha Lakes Public Library Board.

DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply:

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library

“City” means the Corporation of the City of Kawartha Lakes

“Library” means the City of Kawartha Lakes Public Library

“Library Board” means the City of Kawartha Lakes Public Library Board

POLICY, PROCEDURE AND IMPLEMENTATION

1.0 Responsibility

- 1.1 It is the Library Board’s responsibility to appoint a qualified and competent individual as the CEO. The Library Board oversees the performance of the CEO and supports the CEO’s development. As part of this process the

Board conducts a formal annual performance review of the CEO. This process facilitates bilateral communication between the Library Board and the CEO, and ensures that the Library Board's priorities are being achieved.

- 1.2 Library operations at the City of Kawartha Lakes are integrated into the municipality to the extent that the City's Human Resources Department provides essential expertise and assistance in the management of the Library's staff and provision of human resources needs. The Board's evaluation of the Library CEO will take place without impacting the ability of the City's Human Resources Department to fulfil its role and mandate.

2.0 Timing and Process

- 2.1 Once a year, in the first quarter, the Library Board will conduct a performance review of the CEO utilizing the process as outlined in Appendix A.
- 2.2 In the event of a newly hired CEO a probationary review will occur after six months, in place of the annual performance review.
- 2.3 Starting in 2023 a 360° review of the CEO will occur every 4th year, utilizing the process outlined in Appendix B.

3.0 Assessment (new section)

- 3.1 The Library Board members will assess the CEO's performance in relation to each of the following:
 - 3.1.1 Compliance with the mission, values and policies of the organization
 - 3.1.2 Achievement of outcomes outlined in the previous job performance evaluation
 - 3.1.3 A review of the CEO's job description
 - 3.1.4 The development of outcomes to be achieved by the next job performance evaluation date

4.0 Disagreements

- 4.1 Should the CEO find any of the Library Board's comments unacceptable, the report will be reviewed by a quorum of the Board at a special in-camera meeting.
- 4.2 Should the Library Board and the CEO be unable to come to an agreement on the performance review, the matter will be referred to the City's Human Resource Manager for consideration and input.

5.0 Annual Work Plan

- 5.1 The Library's annual work plan will be developed by the CEO in conjunction with the Library Board. The annual work plan will form the basis of budget decisions and discussions during the budget cycle and will guide the activities of the Library Board and CEO over the forthcoming year.
- 5.2 The annual work plan shall be completed by the end of March each year.

6.0 Job Description

- 6.1 The CEO's job description sets out the essential duties and scope of responsibility of the position, along with key performance competencies and skills. The Library Board will review and update the CEO job description at least once per term and make changes as required.

7.0 Inadequate Performance

- 7.1 In the event that the CEO's performance falls below the expected level, the CEO must be so informed, with details of the way in which performance is judged to be unsatisfactory.
- 7.2 An unsatisfactory performance review shall be followed by another performance review in no more than six months' time.

- 7.3 If the CEO's performance still has not improved to meet the requirements of the position, the Board will need to consider the appropriate action in conjunction with the City's Human Resources Department.

8.0 Confidentiality

- 8.1 The performance review report shall be treated as confidential and made only available to the CEO and the Library Board.
- 8.2 Copies of the performance review shall be kept by the Board Chair in a confidential, secure location.
- 8.3 Once completed, the performance review document will be submitted to the City's Human Resources department for inclusion in the CEO's personnel file. A copy will also be supplied to the CEO.

Appendix A – Annual Performance Review Process

- 1 The Library Board Chair will make a request to two members of the Library Board (Vice Chair and one additional member) to undertake an annual Performance Review of the Library CEO. The review should be undertaken in March of each year and completed to present to the Library Board in closed session at the May meeting.
- 2 The review should be based on the current strategic plan of the Library, the CEO's performance for the past year, a review of the CEO's job description and the CEO's work plan for the past year. That work plan will have been passed by the Library Board after the previous performance review.
- 3 The discussion should also include the CEO's outcomes to be developed and achieved by the next performance evaluation date.
- 4 The completed Performance Review will be discussed by the two Library Board members with the CEO and then signed by the three parties. The completed Performance Review will then be discussed and passed by the Library Board in a Closed session. The final review will be kept in the CEO's personnel file, maintained by the City's Human Resources Department.
- 5 Changes and progress in each of the Library branches should be included in the Performance Review.
- 6 The collaboration of each of the following should be considered:
 - a. The CEO and the Library Board
 - b. The CEO and the City
 - c. The CEO and the Library Staff
 - d. The CEO and any outreach and community involvement
- 7 As electronic services are essential to the functioning of the Library, changes and upgrades to the system, plus social media presence, should be considered.
- 8 The following questions may provide additional assistance in directing the discussion between the CEO and the Library Board members completing the review:
 - a. What do you consider your two top organizational priorities for the coming year?

- b. What do you consider your two top leadership priorities for the coming year?
- c. What are your personal PD goals for the coming year?
- d. What staff development have you completed during the last year?
What staff development have you set in place for the next year to develop succession planning?
- e. Do you hold regular staff meetings for open discussion? How often, and what is the format?
- f. Please assist the Library Board in planning a list of education sessions for the Library Board for the coming year.
- g. What external organizations have you been involved with during the past year – local and other? Do you plan on any other involvements for the coming year?

Appendix B – 360° Performance Review Process

- 1 A 360° Performance Review will occur once every 4 years, to correspond to the cycle of City Council and the appointment of a new Library Board. The first 360° Performance Review is to occur in 2023.
- 2 An annual Performance Review and a 360° Performance Review will not be conducted in the same year.
- 3 The Library Board Chair will make a request to three to four members of the Library Board (Vice Chair and two to three additional member) to undertake a 360° Performance Review of the Library CEO. The review should be undertaken in March of the assigned year and completed to present to the Library Board in closed session at the May meeting.
- 4 The 360° Performance Review will include input from the Library Board, direct reports of Library staff, representatives of the City, and representatives of external organizations which interact with the CEO. The numbers of each will be determined by a discussion between the CEO and the designated Library Board members.
- 5 The Library Board will develop a 360° Performance Review form that will be circulated to each of the above, to be completed and returned to the Library Board members in charge of the review.
- 6 Information from these forms will be summarized and presented to the CEO by the Library Board members completing the 360° review.
- 7 This information will be added to this performance review discussed by the designated Library Board members and the CEO, then signed by all parties. The final 360° Performance Review.
- 8 The summary of information will be presented to the Board during a Closed session, then forwarded to the CEO's file held by the Personnel Department at the City.
7. (Suggested revised wording for 7 and 8) The completed 360° Performance Review will be discussed by the three to four Library Board members with the CEO and then signed by all involved. The completed 360° Performance Review will then be discussed and passed by the Library Board in a Closed session. The final review will be kept in the

CEO's personnel file, maintained by the City's Human Resources Department.