

MT. LEBANON PUBLIC LIBRARY:

POLICY NUMBER: 11
TITLE: Evaluation of Library Director
DATE ISSUED: Nov. 18, 2025
REPLACES: Previous policy no. 11, issued Feb. 14, 1991, Feb. 21, 2002

PURPOSE: To provide for regular evaluation of the Library Director by the Board of Trustees. The purpose of a performance evaluation is:

- To ensure the Director is adhering to the established Library Bylaws and Director Responsibilities (as outlined in Policy no. 9, referenced below);
- To provide the Director with a clear understanding of the Board's expectations;
- To ensure the Director is aware of how well the expectations are being met;
- To serve as a formal vehicle of communication between the Board and Director;
- To identify the Board's concerns, if any, so that appropriate action can be taken.

REFERENCES:

- Mt. Lebanon Public Library Policy No. 9, Library Board and Director Duties Policy, Issued January 24, 2002

STATEMENT OF POLICY:

1. A formal, written performance evaluation of the Director should be performed annually by the Board of Trustees (this review is separate from and in addition to the Director's review by the Municipal Manager).
2. The performance evaluation will be based on the following standards:
 - 2.1 The Director's job description responsibilities; and
 - 2.2 Mutually agreed-upon objectives accomplished within a specific time frame.
3. The performance evaluation process is as follows:
 - 3.1 The Board President submits a questionnaire to and gathers written feedback from the Board of Trustees.
 - 3.2 The Board President compiles the feedback into the annual evaluation.
 - 3.3 The Board of Trustees' President submits the completed evaluation to the Board for review. Any concerns will be discussed in executive session at the next Board meeting, with the Director excused from the executive session portion of the meeting.
 - 3.4 The completed and agreed upon evaluation is then submitted to the Director and the Municipal Manager.

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3.5 The President or their designee is responsible for keeping evaluations available for review on a shared library platform for up to five years.