

3.54 Evaluation of Director

3.541 Evaluation as needed

The Director will be evaluated annually by the ~~Personnel Committee~~ **Board** and may consider additional input from membership with the Board President serving as ex officio member.

3.542 Evaluation Form

The ~~Chair of the Personnel Committee~~ **Board President** will distribute copies of the evaluation form to the members of the White Pine Library Cooperative Board ~~before July 15th of each year~~ and copies of the Director Evaluation Input form to membership via mail or email by **May 1 each year**. The forms will be returned to the ~~Committee Chair~~ **Board President** by the second ~~Friday before August 1st~~ **the June Board meeting**.

3.543 Director's Self-Evaluation

The Chairperson will also ask the Director to use the evaluation form to prepare a self-evaluation and develop draft goals and objectives for the coming year. The form is to be returned to the ~~chairperson before August 1st~~ **Board President 1 week before the June Board meeting**.

3.544 Review of Evaluation

The ~~Committee~~ **Board President** will ~~meet during August~~ to review the evaluations received and to prepare a compilation of the numerical ratings and comments. **Comment from membership may also be considered**. ~~At this meeting~~ **The Committee Board President** shall also prepare recommendations for the Board concerning compensation and/or changes in the responsibilities of the Director.

3.545 Discussion of Evaluation

The ~~Committee~~ **Board President** will meet with the Director to discuss the ~~Committee's~~ report and recommendations before the ~~September~~ **June** Board meeting. A copy of the evaluation will be given to the Director at least 24 hours prior to that meeting. The Director will send a final goals and objectives statement to the ~~Committee Chair~~ **Board President** one week following that meeting.

3.546 Formal Report

The ~~Chairperson~~ **Board President** will make a formal report at the ~~September~~ **June** Board meeting. The Director will be present and invited to comment. The Board will then act upon the ~~Committee's~~ report and recommendations. At the request of the Director, the evaluation will be discussed at a closed meeting.

3.547 Final Written Evaluation

Immediately following the Board meeting, the Board President will discuss the Board's actions with the Director and finalize any changes relative to compensation or responsibilities. The Board President and Director will sign the final written evaluation. Signature does not mean that there is agreement with the content, only that the process has been followed and the Director has had the opportunity to discuss the Committee's report and recommendations in a timely manner.

3.548 Filing of Evaluation

One copy of the evaluation will be retained in the Director's personnel file.