



Board Evaluation

A trustee acts for the betterment of the Library and its service to the communities that support it. Trustees should work with the Chief Librarian to:

- Promote the use of Library services to enrich lives
- Deliver effective Library services to the member communities
- Establish policies to achieve its goals
- Ensure public funds are properly used
- Guide the Library through periods of change.

A trustee is a liaison with the public, a monitor of Library administration, and a Library advocate.

To ensure trustees are carrying out their roles and responsibilities and effectively undertaking the values referred to in this policy, the Board will undertake a process of evaluation. The community trusts each trustee to use good judgment, make ethical decisions, and act responsibly in governing the Library. An evaluation will assist in allowing the Board to demonstrate that it is accountable for its decisions and the operation of the Library.

The purpose of the evaluation is to examine both strengths and weaknesses. The evaluation should result in a plan for improvement where necessary.

The evaluation will take place annually, preferably in the fall.

PROCEDURE

Annually, the Board Chair will initiate the Board evaluation process, which will be as follows:

1. Trustees will complete a Board Evaluation Survey
2. The surveys will be delivered in confidence to the Chief Librarian for collating and summarizing
3. The summary will be circulated to all trustees and discussed by the Board at a Board meeting before year-end
4. The Vice-Chair, in consultation with the Chair, will bring an evaluation report to the Board for approval at the same time as the summary is circulated. The report will identify areas requiring improvement, actions required, and time lines if appropriate.

In completing the survey, trustees will consider or undertake the following:

- Review the minutes of Board and Committee meetings for the prior year
- Examine the Board's relationship with the Chief Librarian



- Examine their relationship individually with other trustees
- Establish personal goals
- Refrain from singling out individual trustees
- Evaluate the performance of the Board as a whole
- Consider how they can individually do a better job
- Consider whether their individual commitment level is sufficient
- Consider whether they are fulfilling their job description
- Consider whether they individually have personal goals for service to the Board
- Consider whether they are participating fully and effectively as individuals at Board meetings.

Approved by the Greater Victoria Public Library Board:

April 24, 2001

Reviewed by the Policy & Program Development Committee:

Amended by the Greater Victoria Public Library Board: