

Haliburton County Public Library Policy Manual

Policy Type: Governance
Policy Title: **Library Board Self-Evaluation Policy**

Policy Number: **GOV - 11**
Policy Approval Date: **2011-08-10**
Policy Review Date: **2015**

In accordance with the standard of practice, the Haliburton County Public Library Board will undertake self-evaluations regularly to ensure the quality of board meetings, that the Board is operating within its jurisdiction, and at its peak effectiveness.

Section 1: Frequency of Evaluations

The Haliburton County Public Library Board will complete self-evaluations twice annually – a mid-year evaluation, and an end-of-year evaluation. The results will be collected and summarized by the CEO, and presented at the next board meeting as an agenda item for discussion.

- a) **Mid-Year Evaluations**
-The mid-year evaluation will be akin to an ongoing check-up, and will be less formal, and less detailed than the end-of year evaluation. It is recommended (but not required) to complete the mid-year evaluation in May and review results in June of each year.

- b) **End-of- year Board Self-evaluations**
-The end-of-year evaluation will be more detailed and provide the Board with a more in-depth opportunity for self-evaluation. It is recommended (but not required) that the end-of-year evaluation be completed in November and the results reviewed in December of each year.

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Appendix A – Mid-Year Evaluation Template

Board Mid-Year Self-Evaluation			
Evaluation	Yes	No	Comments
1. Is the Board staying out of minutia, staffing, and other areas outside the board’s mandate?			
2. Am I attending board meetings regularly?			
3. Do the monthly agendas comply with the annual plan?			
4. Do I contribute to discussions, and listen to other’s opinions?			
5. Are discussions thorough, and representative of diverse opinions?			
6. Are discussions on-topic, and do they result in informed decisions?			
7. Do Board members offer their individual expertise and receive the expert input of others?			
8. Has the Board developed (updated) the strategic plan for the year.			
9. Is the Board accomplishing its stated goals for the year?			
10. Is the Board operating within the Policies, Procedures, and By-Laws of the Haliburton County Public Library?			
General Comments/Suggestions for improvement:			

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Appendix B – End-of-Year Evaluation Template

Board End-of-Year Self-Evaluation						
	Consideration	1	2	3	4	5
		Poor	Fair	Average	Good	Excellent
1.	I, as a Board member feel involved and interested in the Board's work.					
2.	I have a full and common understanding of the roles and responsibilities of the Board.					
3.	I understand Haliburton County Public Library's mission.					
4.	I understand Haliburton County Public Library's services and programs.					
5.	The Board has clear goals and actions resulting from relevant and realistic strategic planning.					
6.	The Board consistently works toward achieving the clear goals.					
7.	The Board attends to policy-related decisions which effectively guide operational activities of staff.					
8.	The Board receives regular reports on finances/budgets, products/program performance and other important matters					
9.	The Board receives regular reports from the Friends of the Haliburton County Public Library and assists with their fundraising efforts when possible.					
10.	The Board effectively represents the interests of the Haliburton County Public Library to the community.					
11.	The Board effectively advocates the interests of the Haliburton Country Public Library to the Corporation of the County of Haliburton.					
12.	Board meetings consist of Board business.					
13.	Board meetings are focused and productive.					
14.	I treat each Board member with respect and show openness to other's opinions.					
15.	Actions of the Board comply with the Public Libraries Act, R.S.O. 1990.					

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16.	The Board aims to serve and enrich the entire community through the use of well-supported and promoted services.					
17.	The Board operates in a safe and accessible environment					
18.	Haliburton County Public Library provides the best possible service.					
19.	Haliburton County Public Library provides a cost effective service					
20.	Haliburton County Public Library is accessible to all residents of Haliburton County.					

Please list three to five goals you would like to see the Board focus on next year:

- 1.
- 2.
- 3.
- 4.
- 5.

General Comments/Suggestions for improvement: