

LOUTIT DISTRICT LIBRARY  
LIBRARY DIRECTOR APPRAISAL POLICY

Trustees and those staff members who report directly to the Library Director annually fill out “Performance Appraisal of Library Director” forms and submit completed forms to the Personnel Committee Chair.

The Personnel Committee Chair shall compile the results of the individual appraisal forms into two Appraisal Summaries, one for Trustee appraisals and another for Direct Staff appraisals, keeping the individual ratings and comment anonymous.

The Personnel Committee Chair shall keep custody of the completed individual Trustee forms keeping them confidential, shall not share the forms with anyone, and shall not store forms on library property.

Direct Report staff members may complete the appraisal form at the library, but immediately after they fill out the form they shall mail the completed form to the Personnel Committee Chair. The Personnel Committee Chair shall keep custody of the completed individual Direct Report staff forms keeping them confidential, shall not share the forms with anyone, and shall not store the forms on library property.

The Personnel Committee shall discuss the Appraisal Summaries compiled by the Personnel Committee Chair with the Director at a Board of Trustees meeting. Immediately following that Board of Trustees, the Personnel Committee Chair shall shred all of the completed appraisal forms.

The Personnel Committee Chair shall give a copy of the “Trustees Performance Appraisal of the Director Summary” to the Library Business Manager to place in the Director’s personnel file at the library in accordance with the Library’s Records Management Policy.

Adopted by the Loutit District Library Board of Trustees on February 24, 2009.