

Ad Hoc Committee on Evaluation of the Librarian

May 9, 1985

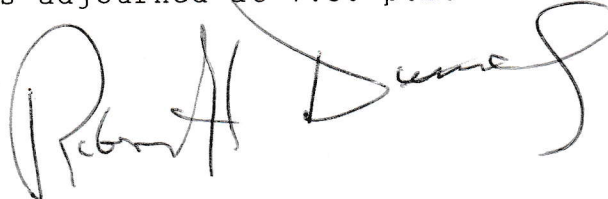
Minutes

Present: Shirley Moore, David Marshall, Edith Rossiter, Martin Seidman, and Reba Jackson, Chair. Also present were Sharon Alpi, ex officio, and Robert Dumas, Librarian.

The meeting was called to order at 7:00 p.m.

David Marshall presented a draft (attached) of procedures to be followed in evaluation of the Head Librarian. Following a general discussion, the Committee agreed to present the draft to the Board for approval.

The meeting was adjourned at 7:30 p.m.

A handwritten signature in cursive script, reading "Robert A. Dumas". The signature is written in dark ink and is positioned below the text of the meeting's adjournment.

## DRAFT

### Procedures to be followed to achieve a results oriented evaluation of the Head Librarian of Decatur Public Library

#### I. General-

- A. The time frame of the planning/evaluation process will be the library's fiscal year; May 1 to April 30. *one*
- B. Activities that have a direct budgetary effect, that have not been planned for in the budget for the fiscal year will require a budget adjustment, or reclassification, from one budget category to another. If the required reclassification cannot be made, that activity should be anticipated when the subsequent year's budget is prepared.
- C. Agreement about specific objectives to be accomplished by the Librarian will be reached between the Librarian and a special committee comprised of the Board President and the Chairs of the Personnel and Public Relations Committee and the Finance and Properties Committee.
- D. The Librarian has general management responsibility for the operation of the Library and its programs. This process is expected to result in some specific goals to be emphasized during a program year. It is expected that the Librarian's overall performance of general management responsibilities will also be considered in the evaluation process.

#### II. Full Board Input-

- A. During the February and March meetings of the Board, the Board will discuss specific performance objectives that might be achieved in the coming year.
- B. The document titled "Criteria for Evaluating the Library Director" will probably be the principal source of possible performance objectives.
- C. At the March Board meeting, the Board will direct the Special Committee to focus on particular items in the Committee's discussion with the Librarian.
- D. The Special Committee will report to the Board at the April meeting about the results of its agreement with the Librarian. Objectives/results to be accomplished, and the method of evaluating accomplishment, will be in writing.
- E. At the April meeting of the following year, the Special Committee will report to the Board its assessment of the Librarian's performance relative to the objectives agreed upon one year earlier.

#### III. The Special Committee-

- A. Using input from the Board, the Committee and the Librarian will meet to agree upon and write the performance objectives for the year.
- B. It is expected that there will be relatively few (less than ten) objectives, that they will be clearly stated, and that the method of evaluating the degree to which each has been achieved will be easily understood.
- C. Periodically during the year the Special Committee and the Librarian will meet to assess the progress being made towards the achievement of each objective.