



# CASSELMAN PUBLIC LIBRARY



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## Section 1 – Delegation of Authority to CEO

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(2), the library board, in close co-operation with the Municipality, appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Casselman Public Library and its employees. This policy outlines the nature of the library board's relationship with the CEO.

1. The CEO is the library board's only link to the operations of the library. As such:
  - a) the library board directs the CEO through:
    - i. decisions made at board meetings, by majority vote
    - ii. approved written policies
    - iii. approved budgets and plans
    - iv. the CEO job description
  - b) only official decisions of the full library board are binding on the Library CEO
  - c) decisions or instructions of individual board members are not binding on the Library CEO
2. The CEO will:
  - a) take or approve lawful actions in the name of the library
  - b) take actions consistent with the board's mission, vision, values and policies
  - c) be responsible for the employment and management of all library employees
  - d) be responsible for the performance evaluation and appraisal of all library employees
  - e) design, implement and manage all operational practices and activities
  - f) provide the board with the information, support, and professional knowledge and expertise it needs to be successful.

## Section 2: Board support for the CEO

A board-CEO partnership, rooted in mutual trust and respect, is crucial to the proper governance and overall well-being of the library. In the same way the library board relies on the CEO for the information, professional expertise and administrative support it needs to be successful, the success of the library CEO depends on support from the board. This support includes:

1. an understanding of and appreciation for the breadth, depth and complexity of the CEO's responsibilities
2. moral support during challenging times
3. a willingness to be the public face of decisions that may be unpopular with some stakeholders
4. a collaborative process for establishing mutually agreed-upon annual objectives based on the vision and strategic directions of the board
5. a performance appraisal process that provides constructive feedback and direction for improving performance
6. a commitment to invest in ongoing training and development for the CEO.

### Section 3: Evaluation of the CEO

It is the library board's responsibility, in close co-operation with the Municipality, to appoint a qualified and competent individual as the Chief Executive Officer (CEO). The library board oversees the performance of the CEO and supports the CEO's development. As part of this process the library board and CEO engage in annual performance appraisal, planning and review. This process facilitates communication between the library board and the CEO and ensures that the board's priorities are achieved. This policy also sets out the basis for the CEO evaluation.

1. The CEO's performance will be evaluated after the first six months for a new hire, and annually thereafter. To complete this task, the library board shall:
  - a) have a current written job description which states the overall responsibilities of the CEO
  - b) develop, with the CEO, performance objectives based on the current strategic priorities of the library board
  - c) appraise the CEO's performance based on the job description, his/her progress towards achieving the board's priorities, and his/her compliance with board policies and relevant competencies.
2. Information collected to assess the performance of the CEO may include:
  - a) the annual report from the CEO on outcomes of the previous year's objectives and actions
  - b) data on library performance measures such as circulation, membership, program statistics, collection development etc.
  - c) input from members of the library board, employees and/or outside stakeholders
3. A committee will oversee the review and prepare a written report for the library board. The review consists of these steps:
  - a) the committee consults with the board on the CEO's performance against the agreed-upon objectives established a year prior; there may also be consulting with employees and/or other stakeholders
  - b) the CEO conducts a self-assessment of his/her performance
  - c) the committee meets with the CEO to discuss his/her performance, provide constructive feedback and set objectives and a learning path for the year ahead
  - d) the committee prepares a written report for the board, respecting the CEO's right to privacy as an employee
4. In the event that the CEO's performance needs improvement, the library board must clearly state where progress must be made and will:
  - a) offer training and/or mentoring opportunities to address specific issues
  - b) re-evaluate the performance of the CEO after a six-month period