
M E M O



Date: September 29, 2011

To: Chair J.J. McCament and Members of the Board of Trustees

From: Neel Parikh, Executive Director

Subject: Director Evaluation Procedures

Each fall the Board of Trustees evaluates my performance as an Executive Director. During Executive Session, the board will review the procedures for this evaluation process. For the November Board meeting, I will prepare a report of accomplishments in 2011. Attached for your information is evaluation procedures, the job description for the library director and the evaluation form.

Last year you indicated that I should revise the job description for the Executive Director. I have collected a number of job descriptions from across the country. Unfortunately I have not yet revised the job description. So for the purposes of this evaluation, I have attached the old one. I do intend to revise this soon.

EXECUTIVE DIRECTOR EVALUATION PROCESS

Timeline	Activity
October Board Meeting	<ul style="list-style-type: none"> ▪ Board Packet: Board members receive copy of the evaluation form and job description ▪ Executive Session: Board members discuss the process and deadlines
November Board Packet	<ul style="list-style-type: none"> ▪ Board Packet includes a report of the Executive Director's accomplishments during the previous year and spreadsheet re. salary and responsibilities for Executive Director's peer group in WA state.
Prior to November Board Meeting	<ul style="list-style-type: none"> ▪ Board members fill out the evaluation form as individuals from their own perspective. ▪ Storm sends evaluation form to Board Members via email.
November Board Meeting	<ul style="list-style-type: none"> ▪ Executive Session: Board members bring completed evaluation form to the meeting and discuss the overall evaluation.
Prior to December Board meeting	<ul style="list-style-type: none"> ▪ The Chair compiles comments from the Board members and creates a draft evaluation¹
December Board Meeting	<ul style="list-style-type: none"> ▪ Executive Session: Board members review draft evaluation and set salary ▪ Chair is authorized by Board to negotiate an agreement with the Executive Director
After December Board Meeting	<ul style="list-style-type: none"> ▪ Chair gives evaluation to the Executive Director. Informs Director of salary. ▪ Chair and Director sign a compensation contract.