

EXECUTIVE DIRECTOR'S PERFORMANCE AND SALARY EVALUATION POLICY

Applies To: Executive Director
Southern Tier Library Board of Trustees

References: Article VII, Section 6 of the STLS By-Laws
Authority of the Board Policy

Policy: The Executive Director of the Southern Tier Library System shall have his/her performance and salary evaluated annually in accordance with the anniversary date of the Executive Director's hiring by the Board of Trustees. The performance assessment instrument will be developed by the Personnel and Policies Committee based on the following:

- Goals and objectives as mutually established by the Board of Trustees and the Executive Director.
- Execution of duties and responsibilities as described in the Southern Tier Library System Executive Director Job Description. (attached)
- Accomplishment of the Southern Tier Library System goals as described in the System Plan of Service

The performance assessment may be developed by any and/or all of the following means:

- Survey of the System Board of Trustees
- Survey interactions of the staff with the Executive Director
- Survey of the member Library Directors concerning their interaction with the Executive Director

The Personnel and Policies Committee shall, after the Executive Director's evaluation process is complete, present the written performance review to the Board for approval. At that time the Personnel and Policies Committee may make a recommendation for salary change to the Board of Trustees at a regular Board meeting.

Considerations for determining salary change will include:

- Overall effectiveness of work performed during previous year;
- A comparison to other System Director salaries in similar regions of New York State; and the current economic environment.

In the case of a newly hired Executive Director, a six-month progress report shall be conducted based upon objectives jointly established by the Board of Trustees and the Executive Director; a copy of the documentation this report shall be added to the Executive Director's Personnel file.

Minutes of all committee meetings and Board actions concerning the Executive Director's evaluation shall be kept in the appropriate STLS file.

*Adopted by the STLS Board of Trustees April 19, 2011;
revised by the STLS Board of Trustees December 16, 2014.*