Board of Trustees

Self- Evaluation

Description:

On an annual basis, the Board of Trustees will conduct a self- evaluation. It is an individual self and overall Board preview process that:

* Focuses on the library
* Is performance-driven and based on the established Strategic Goals
* Identifies opportunities for self and board improvement
* Results in developing methods for improving the library
* Supports development of future library goals and service/s to the community

Process:

1. An evaluation tool will be used to document a self-evaluation and the overall functioning of the Board.
2. Each trustee will complete the self-evaluation tool and provide it the Chair for preparing a non-identifiable aggregate summary.
3. The self-evaluation summary will shared with all Trustees and used to determine any necessary improvements to the Board functioning.
4. The Trustee Self-Evaluation will be maintained as a permanent library document.

Prepared by: Trustees for John G. McCullough Free Library

Initiated: November 19, 2020

Reviewed:

Revised:

Instructions: Rate yourself in your role on the board. If you wish to comment, please check the comment box and number your comment in the area provided.

**Rating scale:**  1= Never 2 = On occasion 3 = Sometimes 4 = Most of the time 5 = Always

Self- Evaluation Check box if you

 **1 2 3 4 5** have a comment

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| --- | --- | --- | --- | --- | --- | --- |
| 1. I am prepared and actively participate at meetings.
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| 1. I am a positive representative for the library to the community.
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| 1. I participate in library activities and programming.
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| 1. I find my Board member role and contributions to the library satisfying.
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| 1. I feel comfortable bring up ideas that may conflict with others.
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| 1. I believe my voice is heard.
 |  |  |  |  |  |  |
| 1. My participation on the Board is appreciated.
 |  |  |  |  |  |  |

Comments:

Instructions: Rate the functioning of the board. If you wish to comment, please check the comment box and number your comment in the area provided.

**Rating scale:**  1= Never 2 = On occasion 3 = Sometimes 4 = Most of the time 5 = Always

Board - Evaluation Check box if you

 **1 2 3 4 5** have a comment

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| --- | --- | --- | --- | --- | --- | --- |
| 1. Minutes, Agendas and Reports are sent out in a timely manner.
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| 1. Everyone is encouraged to participate in meetings.
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| 1. Board meetings keep to the agenda.
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| 1. Board culture is positive and supports the library success.
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| 1. The Board is focused on the Strategic Goals of the library.
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| 1. Everyone has an equal voice at meetings.
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| 1. There is opportunity to bring up suggestions and give constructive feedback to library staff.
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| 1. The Board has made positive contributions to the success of the library.
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| 1. Board discussions are strategic goal focused.
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| 1. The Board is an effective ambassador to the community for the Library.
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| 1. The Board ensures that evaluations (Director, Board, Staff) happen on an annual basis.
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| 1. The Board communicates effectively with key stakeholders.
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| 1. Constructive feedback is appreciated.
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| 1. Board By-Laws and Policies are up to date and reviewed on a regular basis.
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Comments:

Please provide feedback on how the board can improve its effectiveness.