

# The Hudson Library and Historical Society

## Policy Evaluating the Executive Director and Fiscal Officer; for Setting Goals; and for Determination of Salaries

Adopted 10/2010, Revised 3/2022

The Library Board of Trustees has the responsibility to evaluate the job performance, set goals and establish salaries for the Executive Director and Fiscal Officer, who are the only direct employees of the Board. The Board President has the major responsibility to oversee the process. The procedures to be followed are outlined here.

Evaluations are based on the job description for the position and additional job targets or goals that are clearly established as additional goals for the year. These additional goals should be limited to a reasonable number and developed mutually with the individual being evaluated. The goals may relate to perceived weaknesses, to challenges expected to arise in the coming year, to changes in responsibilities, or to new directions in which the Library is moving. These goals or job targets are a cooperative effort between the Board and Executive Director or Fiscal Officer.

The entire Board evaluates the Executive Director and the Fiscal Officer and has input into additional goals for both. This entire process should be completed before the new Board is seated in February.

If the Board so chooses, the evaluation process may be skipped for 1 year, but should be completed at least every-other year. If the Board chooses to skip a year, there should be a motion which stipulates that job performance is completely satisfactory and that the current set of goals will extend into the next year or add additional goals if needed. The salary process should be done each year unless a two-year adjustment has been done.

### **Suggested Timeline:**

Oct: Ask the Executive Director and Fiscal Officer to do self-evaluations.

Nov: In preparation for a salary discussion, the Fiscal Officer should be asked to prepare comparisons and perhaps arrange for a Human Resource Company report if the Board deems this necessary.

Dec: The Board President prepares evaluation sheets.

Jan: Preliminary evaluations are written by the Board President. The Finance Committee Chairperson may write the evaluation of the Fiscal Officer.

The Board holds an Executive Session to do the evaluation of the Executive Director and of the Fiscal Officer. In that Executive session, the written self-evaluation will be shared with the Board. There should be written evaluations from the Board Members, based on the goals that have been set for that year. At the same time, written goals for the next year should be discussed or suggested.

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Jan: The Board President will meet with the Executive Director and Fiscal Officer to go over evaluations, allowing their input into the final written evaluation.

At the same time, there should be discussion of the goals for the next year. The final goals should be the product of a mutual discussion with the individual involved.

The Board President will present final evaluations to the Finance Committee.

The Finance Committee will study salaries and make salary recommendations to be presented for Board approval. The Fiscal Officer may have prepared comparisons of salaries with other districts or a Human Resource Company report.

It is appropriate for the Executive Director or Fiscal Officer to discuss salaries with the Finance Committee if they wish. The setting of salaries should not be considered as one sided.

The Finance Committee takes the salary recommendations to the Board in Executive Session.

The final evaluation and the goals should be presented to the Executive Director and Fiscal Officer by the Board President, along with the Chairperson of the Finance Committee if desired.