Pewaukee Public Library Director Evaluation Process and Timeline 2024

February:

An Ad Hoc committee is appointed at the regular board meeting to lead the review of the Library Director.

The Library Director will prepare documents for the Committee to review including the evaluation form and process.

The Committee will meet with the Library Director to review the documents. The Library Director will revise the documents to include all changes requested by the Committee.

March:

The Library Director provides an annual review of Library activities, highlights and challenges, and reports on annual director goals at the regular BOT meeting.

The Library Board will be provided with the following documents for their review and revision:

1. A recommended list of library employees, board members and community stakeholders to receive the evaluation form.
2. A copy of the recommended instructions on how to complete the evaluation form which will include the rating scale and definitions.
3. A copy of the recommended evaluation form. Forms may be submitted electronically or in print.

The Library Board will approve all documents at the regular board meeting.

Immediately following March meeting: The Library Director will send out the approved evaluation form and instructions. Forms will be due back in early April and will be returned directly to the Committee.

April:

The Library Board President will set up and conduct in person interviews with the Library's Department Heads; the Library Services Manager, the Adult Services Manager and the Youth Services Manager.

The Committee meets in closed session prior to the monthly Library Board meeting to discuss the evaluation results, develop talking points for the evaluation discussion, and develop a list of recommended goals for the Director.

A closed session is scheduled at the regular April board meeting.

April Board CLOSED Session to include:

- Board will review of evaluation results and recommendations from the Committee. The Board president will report on the meetings with the department heads. (Board only)
- Evaluation discussion with the Library Director (Board and Director)

May:

Goals are set and approved by the Library Board for the upcoming year.

Evaluation documents are given to the Library Director for their records and inclusion in their personal file.

November:

The Library Board will go into closed session to consideration the rate of compensation for the Library Director for the new year.