

# EVALUATING THE PERFORMANCE OF THE LIBRARY BOARD

**5= exceptional/often 1= poor/never**

	<b>Performance indicators</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1	Board members understand the mission of the library					
2	Board members are knowledgeable about and regularly <b>use the library's services</b>					
3	Board has <b>clear goals and objectives</b> based on a long range plan for the library that is updated regularly					
4	Board composition reflects <b>diversity</b> of community					
5	Board <b>embraces term limits</b> as a means of strengthening board representation and infusing fresh insight into policy decisions					
6	Board conducts a thorough <b>formal orientation</b> for new members					
7	Board members participate regularly in <b>continuing education</b> opportunities					
8	Board <b>evaluates its own performance</b> on an annual basis					
9	Board members are provided with copies of the library's mission statement, bylaws, long range plan, library laws and regulations, and <b>job descriptions for the library director and board members</b>					
10	Board meetings are run according to standard <b>parliamentary procedures</b> (Roberts Rules of Order)					
11	Board meetings are run efficiently and normally last <b>two hours or less</b>					
12	Board members are encouraged to <b>participate in discussion</b> at meetings and no one is allowed to dominate a discussion					
13	Agendas & related reports for board meetings are distributed <b>in advance</b>					
14	Board members come to meetings prepared by <b>having read all materials in advance</b>					
15	The Board <b>sticks to the agendas</b> for the meeting					
16	Issues at board meetings are discussed cordially and <b>personal attacks are avoided</b>					
17	Meetings are publicized in advance and the <b>library director</b> is encouraged to provide a report on library operations and to <b>participate fully in discussions</b>					
18	The library board understands that the most effective way to govern is to <b>delegate management</b> of the library (including supervision of all other staff) to the director					
19	The library board has a process for <b>evaluating the performance of the library director</b> annually and schedules regular meetings with the director throughout the year to discuss performance issues					
20	The board has adopted comprehensive personnel policies that are <b>written and distributed to all staff</b>					
21	The board <b>sets fundraising goals</b> (private and/or public funds) and is actively involved in <b>seeking additional revenue</b> for the library					
22	Board members <b>promote and speak positively</b> about the library throughout the community at every opportunity					
23	When necessary, the board <b>engages in political activity</b> in order to benefit the library					
24	The board <b>monitors the financial health</b> of the library by reviewing regular budget updates and reports					
25	The library board has an <b>understanding of the library network</b> in NYS					