

Library Board Self-Evaluation Policy

Policy level: Governance

First Approved: February 10, 2022

Policy Review Date:

Policy Number: GOV 2022-01

Purpose:

The Stormont, Dundas and Glengarry Library Board is committed to continuously improving its performance as well as the overall governance of the SDG Library.

To achieve this goal, the Board will evaluate itself, through a Board Self-Evaluation process. Board Self-Evaluation is to assess management of the board, to acknowledge goals achieved, determine strengths and weaknesses, provide perspective to the Board's activity during the preceding year and act as a guide in the coming year.

The Chair, working closely with the Director of Library Services, shall be primarily responsible for planning, implementing, and ensuring follow-up for each of these activities, as well as implementing any actions.

Procedure

In May and October of each year of the Library Board's term of office, each member of the Board will receive a copy of the Board Self-Evaluation questionnaire. The questionnaire will be completed and returned to the Chair.

The questionnaire will be aggregated by the Chair and discussed by the Board in June and December of each year.

The Board may formulate a work plan which will highlight specific goals and objectives for its development in identified areas to be considered for the following six-month period.

Board Evaluation Form

An evaluation form (see Appendix A) shall be used to obtain Board member input into the following areas:

- Section A: How well has the Board done its job?
- Section B: How well has the Board conducted itself?
- Section C: The Board's relationship with the CEO/Director
- Section D: Feedback to the Chair of the Board
- Section E: My performance as an individual board member (not shared)

All board members should answer each question as honestly as possible.

Sections A, B, C and D will be compiled and discussed by the whole board. The Director of Library Services should also complete these sections.

Section D provides valuable feedback to the Chair.

Section E is for your own personal evaluation and is not shared or discussed with the board.



Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section A: How Well Has the Board Done Its Job?

Statement		Rating					
		5	4	3	2	1	0
1	The Stormont, Dundas and Glengarry Library Board operates with a strategic plan or a set of measurable goals and priorities.						
2	The Board's regular meeting agenda items reflect our strategic plan or priorities.						
3	The Board has created or reviewed, in this period, some key governance policies.						
4	The Board collaborates with the Library CEO/Director to set goals, reference, and revise policies when appropriate.						
5	The Board has identified and reviewed the Library's relationship with each of its key stakeholders.						
6	The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.						
7	The Board has understood and respected that our role is in governance and not operations.						



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5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 1-N/A or insufficient data

Section B: How Well Has the Board Conducted Itself?

Statement		Rating					
		5	4	3	2	1	0
1	Board members have been provided with enough information through orientation packages and training to successfully fulfill our roles and responsibilities.						
2	The Board agenda is provided in advance and includes all necessary details to complete meetings in a timely manner.						
3	Board members come to meetings prepared.						
4	The Board receives relevant reports prior to meetings.						
5	Decisions are made collaboratively with consensus following parliamentary protocols.						
6	Board meetings are engaging and provide personal development.						
7	Opportunities for Board training and/or joining subcommittees is offered in a fair and transparent manner.						



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Section C: The Board's Relationship with the CEO/Director

Statement		Rating					
		5	4	3	2	1	0
1	There is good two-way communication between the Board and the CEO.						
2	The Board trusts the judgement of the CEO.						
3	The Board has discussed and communicated the kinds of information and level of detail it requires from the CEO.						
4	The Board has developed formal criteria and a process for evaluating the CEO.						
5	The Board, or a committee of the Board, has formally evaluated the CEO within the last 12 months.						
6	The Board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.						
7	The Board regularly provides the CEO with feedback and recognition.						



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Section D: Feedback to the Chair of the Board

Statement		Rating					
		5	4	3	2	1	0
1	The Chair is well prepared for Board meetings.						
2	The Chair helps the Board stick to the agenda.						
3	The Chair tries hard to ensure that every Board member has an opportunity to be heard.						
4	The Chair has demonstrated versatility in facilitating Board discussions.						
5	The Chair helps the Board work well together.						
6	The Chair demonstrates good listening skills.						
7	The Board supports the Chair.						



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5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 1-N/A or insufficient data

Section E: My Performance as an Individual Board Member (not shared)

Statement		Rating					
		5	4	3	2	1	0
1	I am aware of what is expected of me as a Board member.						
2	I have a good record of meeting attendance.						
3	I read the minutes, reports, and other materials in advance of our Board meetings.						
4	I am familiar with what is in the organization's by-laws and governing policies.						
5	I am encouraged by other Board members to express my opinions at Board meetings.						
6	I am a good listener and remain engaged throughout Board meetings.						
7	I follow through on things I have said I would do.						
8	I maintain the confidentiality of all Board decisions.						
9	I support Board decisions once they are made even if I do not agree with them.						
10	I promote the work of the Stormont, Dundas and Glengarry Library in the community and/or social media whenever appropriate.						

This self-assessment is designed to help board members review their contribution to effective governance by reflecting on their behaviour in relation to the board's roles, responsibilities, and activities.