



PORT MOODY PUBLIC LIBRARY BOARD POLICY

Section:	Human resources	Policy number:	E2
Policy title:	Achievement planning review – Library Director	Approval date:	Oct 21, 2002
		Revision date:	Mar 20, 2003 Sept 16, 2010

1. The Port Moody Public Library Board values the work of its employees, and to assist them in maximizing their skills and abilities, a program of achievement planning and review has been developed.
2. The Library Board's Executive Committee will be responsible for ensuring that an annual and mid-year review is conducted for the Library Director. The Port Moody Public Library "Library Director Performance Plan and Review" form shall be used to conduct the review.
3. Procedure
 - 3.1. The Port Moody Public Library's "Library Director Performance Plan and Review Form" has been developed with the understanding that it will be completed on a collaborative basis between the Library Board and the Library Director. The shared goal is to develop and sustain a positive and effective performance planning and review process. Ongoing communication between the Library Board and the Library Director will contribute significantly to achieving this goal.
 - 3.2. To ensure that the Library Director's performance plan continues to be relevant throughout the year, the following action steps are to be taken:
 - 3.2.1. *Reports to the board* – the Library Director will provide the Board on a regular basis, written update/progress summaries on the Director's goals, the library strategic plan, and other initiatives.
 - 3.2.2. *Mid-year review* - this interim check-in meeting will enable the Library Board and the Library Director to re-visit key goals set at the beginning of the year and make any necessary adjustments. The Director will meet with and provide the committee with an update report summarizing the status of goals and objectives. The committee will review the Director's report and give the full board the results of the mid-year review (using the form) during an in-camera meeting. Results will then be shared with the Director by the committee.
 - 3.2.3. *Year-end review* - the focus of this meeting shall be to look back over the past year (acknowledge accomplishments and complete performance review comments) and to look ahead to the coming year (develop an updated performance plan with new goals and objectives). The Library Director will provide the committee with a written report summarizing progress over the year. The committee will review the report and meet with the Director to discuss the results. The committee will then prepare a draft report of the review for the full Board. This draft report will be discussed at an in-camera meeting. The final results will then be shared with the Library Director by the committee.
 - 3.2.4. The completed review will be kept in the Library's and City's personnel files.