

Policy Name:	Annual Achievement Planning Review – Director of Library Services	Policy #:	E2
Version History: Approval Oct 21, 2002; Revised Mar 20, 2003; Sep 16, 2010; November 16, 2023			

Purpose

The Port Moody Public Library Board (hereafter “board”) values the work of the Director of Library Services (hereafter “director”). A program of achievement planning and review has been developed to assist the director in maximizing their skills and abilities.

Policy Statement

The board’s Executive Committee, or such other board committee as may be approved by the board (hereafter “committee”), will be responsible for ensuring an annual review is conducted for the director using the *Performance Plan and Review Form*.

1. The *Performance Plan and Review Form* has been developed with the understanding that it will be completed on a collaborative basis between the board and the director. The shared goal is to develop and sustain a positive and effective performance planning and review process. Ongoing communication between the board and the director will contribute significantly to achieving this goal.
2. To ensure the director’s performance plan continues to be relevant throughout the year, the following steps will be taken:
 - 2.1 *Reports to the board* – the director will provide the board with regular written reports summarizing the status/progress of the director’s goals and initiatives that flow from the strategic plan or are otherwise approved by the board.
 - 2.2 *Planning review process* – this process begins with the director providing the committee with their self-evaluation, proposed priorities, and request(s) for professional development using the *Performance Plan and Review Form*.
 - 2.3 After the director submits the form, the committee will meet with the board during an in-camera meeting to obtain comments.
 - 2.4 After receiving board approval of the director’s goals and professional development request(s), the committee will engage in an annual review meeting with the director.
 - 2.5 *Annual review* - the focus of this meeting shall be 1) to look back over the past year to assess and acknowledge accomplishments and challenges, and 2) to look ahead to the coming year and confirm board-approved goals and professional development request(s) for the director.
 - 2.6 *Record-keeping* - the completed and signed *Performance Plan and Review Form*

is to be kept secure in the library's personnel files.