

Part VIII – Employee Review/Evaluation

1. Evaluation of the Library Director will take place annually on or before the anniversary of employment. The evaluation will be made by the Board of Trustee President and two other trustees and be presented in Executive session at the next regularly scheduled meeting. This also presents an excellent time fo the Director to express any concerns/questions that may have arisen over the job. See form titled “Evaluation of Director”. Evaluation will be signed by the Director and paced in her/his personnel file.
2. Evaluation of Library Aide will take place annually on or before the anniversary of employment. The evaluation will be made by the Director and shared with the Board at the next regularly scheduled Board meeting in its’ Executive session. Director will “conference” with Aide concerning the Evaluation and Have Aide sing the Evaluation so that it May be Place in his/her personnel file.