

Jefferson County Public Library Board of Trustees Monitoring the Executive Director’s Performance Governance Policy 3.4

The Library Board will systematically and rigorously monitor Executive Director job performance to determine the extent to which Ends are being achieved and whether operational activities fall within boundaries established in Management Limitations policies.

Accordingly:

1. Monitoring is simply to determine the degree to which Library Board policies are being met. Information that does not address policy compliance will not be considered in the evaluation of Executive Director performance.
2. The Library Board will acquire monitoring data by one or more of three methods:
 - a. by internal report, in which the Executive Director discloses, in writing, policy interpretations and compliance information to the Library Board
 - b. by external report, in which an external, disinterested third party selected by the Library Board assesses compliance with Library Board policies
 - c. by direct board inspection, in which a designated member or members of the Library Board assess compliance with the appropriate policy criteria.
3. In every case, the Library Board will judge whether (a) the Executive Director’s interpretation is reasonable, and (b) whether data demonstrate accomplishment of or compliance with the Executive Director’s interpretation.
4. In every case, the standard for compliance shall be any reasonable interpretation by the Executive Director of the Library Board policy being monitored. The Library Board is the final judge of reasonableness, and will always judge with a “reasonable person” test (what a reasonably prudent person would do in that context). When judging reasonableness, therefore, interpretations favored by individual board members or by the Library Board as a whole shall not constitute a “reasonable person” test.
5. Actions determined to be not compliant with a reasonable interpretation of Library Board policies will be subject to a remedial process agreed to by the Library Board.
6. All policies instructing the Executive Director will be monitored at a frequency and by a method chosen by the Library Board. The Library Board may monitor any policy at any time by any method, but will ordinarily depend on the following routine schedule.

<i>Policy</i>	<i>Method</i>	<i>Frequency</i>	<i>Ongoing Schedule</i>
2.0	<i>General Management Constraint</i>	<i>Internal</i>	<i>Annually December</i>
2.1	<i>Treatment of Patrons</i>	<i>Internal</i>	<i>Annually November</i>
2.2	<i>Treatment of Staff</i>	<i>Internal</i>	<i>Annually November</i>
2.3	<i>Financial Condition & Activities</i>	<i>Internal</i>	<i>Bi-Monthly Odd # months</i>
		<i>External</i>	<i>Annually Close of F.Y.</i>
2.4	<i>Asset Protection</i>	<i>Internal</i>	<i>Annually December</i>
2.5	<i>Financial Planning/Budgeting</i>	<i>Internal</i>	<i>Semi-Annually Jan./June</i>
2.6	<i>Compensation and Benefits</i>	<i>Internal</i>	<i>Annually November</i>
2.7	<i>Emergency Executive Director Succession</i>	<i>Internal</i>	<i>Annually December</i>
2.8	<i>Board Awareness & Support</i>	<i>Internal</i>	<i>Annually December</i>
2.9	<i>Materials Selection</i>	<i>Internal</i>	<i>Annually December</i>

(NOTE: As Ends Policies are adopted, they are to be added to this list.)

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Document Review Dates

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