

Surrey Public Library Board Self-evaluation Process

Background:

Why do an Evaluation?

A Trustee acts for the betterment of the Library and its service to the community. Trustees work with Library Administration to:

- Advocate for and promote the use of the Library services.
- Ensure that services meet community needs and are delivered effectively.
- Establish policies to achieve the mission and goals.
- Ensure public funds are used appropriately.
- Guide the Library through periods of change.

A trustee is a liaison with the community, a monitor of the Library's strategic plan and an advocate for the Library.

To ensure trustees are carrying out their roles and responsibilities in the context of the Library's values, the Board undertakes a regular evaluation. This assists the Board to demonstrate that it is accountable for its decisions and for the operation of the Library. Both strengths and weaknesses are examined, and a plan for improvement is the result. The evaluation normally takes place annually towards the end of the Board's year.

Process for 2006:

1. The self-evaluation questionnaire will be distributed to Board members by the Chief Librarian by October 1.
2. Trustees fill in the questionnaire anonymously and return it to the Chief Librarian (marked "Confidential") by email, regular mail or in person. It is suggested that board members consider the following as they complete the survey (to be sent with the questionnaire):
 - A review of the job description for Board members.
 - A review of the Board's goals and objectives for the year.
3. Deadline for receipt of completed questionnaires is October 16.
4. The Chief Librarian will compile the results and create a Board average rating. Comments will be listed but not attributed to individuals, nor will the individual forms be shared with other trustees or the Board Chair.
5. The results will be on the agenda of the regular October Board meeting, where they will be discussed, along with any other issues that Board members wish to raise relevant to Board performance and governance.