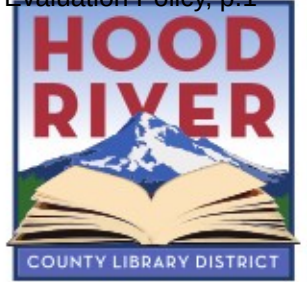


Library Director Evaluation Policy



The Board of Directors of the Hood River County Library District has one senior management staff position, Library Director. The Library Director reports to the Board of Directors and is responsible for the day-to-day operations of the District. The Board of Directors has the authority and responsibility to administer the annual evaluation process of the Library Director.

Frequency

The District will evaluate the Library Director's performance as it relates to the duties in the job description and goals established for the District and Director at the six month hiring anniversary, again at twelve months, and annually thereafter. In addition to evaluating performance, the review will include opportunity to create annual goals and identify training needs or opportunities for the Library Director. The annual evaluation timeline shall be created and changed as needed by the Board President and approved by the Board of Directors.

Procedure

The Library Director evaluation is a 360-degree process, overseen by a human resources consulting firm. The Board of Directors shall complete the Library Director evaluation using the following procedures:

1. The Board of Directors shall establish the evaluation and criteria in consultation with the Library Director. Any changes to the criteria or goals shall become effective after mutual agreement between the Board and the Library Director.
2. The Library Director shall complete a self evaluation form which shall allow for standard ratings and space for written comments, and submit them to the human resources consulting firm.
3. District staff shall be requested to voluntarily supply written input on approved evaluation forms [online or manual], which shall allow for standard ratings and space for written comments, and submit them to the human resources consulting firm. There will be an option to select comment confidentiality for the overall survey, if preferred.
4. Support organizations selected by the Board of Directors (such as the Friends of the Library and the Library Foundation) may be invited to provide written input on approved evaluation forms, which shall allow for standard ratings and space for written comments, and submit them to the human resources consulting firm.
5. Board members shall complete individual evaluations, on forms with standard ratings and space for written comments, and submit them to the human resources consulting firm.
6. The human resources consulting firm shall collect all evaluation input from each rating group and compile the results and offer recommendations.

7. The final draft of the compiled evaluation by the human resources firm is then presented to the Library Board and Library Director prior to the Executive Session meeting when the results of the performance evaluation will be presented and reviewed with all parties.
8. The Library Director shall have one week to review the final draft of the evaluation presented by the human resources consulting firm and develop comments in response. The Library Director may submit these comments to the Board of Directors in writing prior to the Executive Session, or may present them in person during the Executive Session.
9. The evaluation shall at all times be reviewed in Executive Session meetings unless the Library Director requests that it be conducted in public.
10. The Board of Directors shall review and accept or reject the evaluation or any portion thereof as compiled by the human resources consulting firm. At this time, the Board of Directors shall determine the amount of salary increase (if any) in the Library Director's compensation to be awarded in the next calendar year (January 1). The salary increase shall be in compliance with the established salary structure system. The salary deliberations shall be held in public session.
11. The evaluation, once approved by the Board of Directors, is then presented to the Library Director for their files and the personnel file. The evaluation is subject to disclosure under public records laws.

Approved by the Board of Directors, June 19, 2012

Last amended: September 15, 2026

Last reviewed: September 15, 2026