

Grimsby Public Library – Board Assessment Policy

Policy Number:

O-16-19

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May 9, 2018

Effective Date:

May 9, 2018

Review Date:

May 2020

Notes:

- Originally approved May 2016
- Revised: May 9, 2018

Purpose

Board assessment is the process by which the Library Board determines how well its performance is enabling the library to achieve its goals and objectives as laid out in the Strategic Plan. A strong, vibrant Board is a clear indicator of a healthy organization. Annual assessment is intended to discover the Board's strengths, identify knowledge and performance gaps and put in place strategies for improving performance and effectiveness.

Guidelines

The Board will monitor its own governance effectiveness in fulfilling its role and achieving strategic goals. The annual assessment process will identify key areas for improvement and options for follow-up action.

Procedure:

1. The Board will schedule an assessment of its effectiveness on an annual basis on its annual planning agenda.
2. The Board Chair will be responsible for managing the assessment process to allow the Board to be consistent in benchmarking its performance against governance best practices and focus on continuous improvement in the following areas of responsibility:
 - a. Board Organization
 - b. Board Performance
 - c. Planning
 - d. Library Management
 - e. Stewardship (Advocacy)
 - f. Community Development
 - g. Accountability

3. Each Board member will be invited to provide feedback using a feedback tool covering each of the areas or responsibilities of the Board.
4. The Board Chair will collate the feedback offered by the members of the Board and share the results at a Board meeting.
5. The Board will use outcomes of the annual assessment to inform the development of its annual planning priorities in systematically working to achieve the library's strategic goals.
6. The Board may also conduct a short review of its performance at each regular Board meeting with special attention to quality of discussion and decision-making.

The proposed feedback tool for use in the annual Board assessment is attached to this policy (appendix A).

Appendix A

Feedback Tool – Blank charts for annual board assessment

Performance Rating Categories: (if you are unable to assess an item, leave it blank)

Satisfactory (S) or Unsatisfactory (U)

If Not Applicable: N/A

Areas of Responsibility:

Table 1- Board organization feedback chart

Criteria for organization rating	Satisfactory (S) or Unsatisfactory (U)	Suggestions for Improvement
1. The Board reflects the community it represents (gender, diversity, abilities etc.)		
2. The Board has relevant policies to support its operation		
3. The Board has identified appropriate Committees to help in carrying its responsibilities		
4. The Board has a clear succession plan to renew itself.		

Table 2 - Board performance feedback chart:

Criteria for performance rating	Satisfactory (S) or Unsatisfactory (U)	Suggestions for Improvement
1. The duties and responsibilities of Board members, Chair, Committees, are clear.		
2. The Board is able to achieve smooth transition from old to new through regular orientation sessions.		
3. The Board supports the development of its members and of itself as a whole.		
4. The Board assesses its performance on a regular basis.		
5. The Board has agreed on a code of conduct relating to Board decorum, Confidentiality, Decision making process, Conflict resolution and Speaking with one voice.		
6. The Board has effective meetings.		
7. The Board has effective chairmanship.		

Table 3 - Board planning feedback chart

Criteria for planning rating	Satisfactory (S) or Unsatisfactory (U)	Suggestions for Improvement
1. The Board has identified a clear mission, vision, for the Library and clearly communicates them to the staff and community.		
2. The Board is able to assess the Community needs.		
3. The Board has identified specific strategic directions to be achieved.		
4. The Board oversees the preparation and presentation of a budget.		
5. The Board is able to secure the necessary resources to carry out its responsibilities.		
6. The Board has tools to monitor and evaluate programs and performances.		

Table 4 - Library management feedback chart

Criteria for Library Management rating	Satisfactory (S) or Unsatisfactory (U)	Suggestions for Improvement
1. The Board selects the CEO.		
2. The Board – CEO relationship is positive, efficient and effective.		
3. The Board – CEO role and responsibilities are clearly defined.		
4. The Board is able to delegate responsibility.		
5. The CEO performance is appraised on a regular basis.		
6. The CEO succession is addressed by the Board.		

Table 5 - Stewardship (Advocacy) or Governance feedback chart:

Criteria for stewardship and governance rating	Satisfactory (S) or Unsatisfactory (U)	Suggestions for Improvement
1. The Board complies with legislative requirements.		
2. The Board is committed to library principles and intellectual freedom.		
3. The Board has a sound policy framework.		
4. The Board is responsible for risk management in the following areas: a. Asset Protection b. Liability c. Finance d. Health and Safety e. Information policy		
5. The Board monitors policy compliance.		

Table 6 - Community Development feedback chart

Criteria for community development rating	Satisfactory (S) or Unsatisfactory (U)	Suggestions for Improvement
1. The Board is engaged in reciprocal dialogue with community members.		
2. The Board has a positive relationship with the Grimsby Town Council.		
3. The Board participates in community-wide planning process.		
4. The Board advocates on behalf of the Library.		
5. The Board demonstrates the library's value to the community.		
6. The Board develops and maintains connections with the broader library community.		

Table 7 - Accountability feedback chart

Criteria for accountability rating	Satisfactory (S) or Unsatisfactory (U)	Suggestions for Improvement
1. Actual, potential and perceived conflict of interest is disclosed by its members.		
2. The Board operates in a transparent way.		
3. The Board responds to changing needs based on sound evidence.		
4. The Board has adopted performance measures for its program.		
5. The Board ensures that an annual report of the Library is produced.		