

# REPORT

## Oakville Public Library Board

**Meeting Date: November 21, 2024**

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**FROM:** Oakville Public Library

**DATE:** November 12, 2024

**SUBJECT: Board Evaluation – November 21, 2024**

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### **RECOMMENDATION:**

That the Board Evaluation public report be received for discussion.

### **KEY FACTS:**

The following are key points for consideration with respect to this report:

- An updated board evaluation process was approved in 2023.
- An evaluation survey (Appendix A) will be sent to the board following the October 17<sup>th</sup> board meeting (pending any changes).
- A summary of the results will be brought to the November board meeting for discussion and feedback was incorporated into the final survey
- Feedback was also sought from appropriate Library and Town staff. The Commissioner of Community Services sent a modified version of the board survey to 6 town/library staff for their feedback.

### **BACKGROUND:**

The Board Evaluation Policy states:

1. The chair is responsible for managing the process of the evaluation.
2. The evaluation will be done by discussing and verbally evaluating performance, referring to the board's annual work in the areas of:
  - a. policy development
  - b. planning
  - c. advocacy
  - d. relationship with the Chief Executive Officer
  - e. finance
  - f. board conduct and practice

Any identified issues by the board would be reviewed by the board chair and options to address would be brought to the next board meeting.

Feedback would be sought in advance from appropriate Library and Town staff. The Commissioner of Community Services would gather feedback and deliver it to the board in advance of the evaluation process.

The board will assess its effectiveness as an agenda item for the annual November board meeting. During the evaluation discussion, if a majority of the board feel an area of its work needs substantial improvement, this will be further discussed at a board meeting early in the following calendar year, and addressed through action plans with timelines, if necessary.

**COMMENT/OPTIONS:**

For 2024, a board evaluation survey was drafted to provide board members the opportunity to rate the board overall effectiveness in the areas identified within the policy. The board reviewed the survey at the October meeting and all feedback provided was incorporated into the final survey. 7 of the 9 board members responded.

The Commissioner of Community Services used the board survey as a template to create a modified survey to solicit feedback from appropriate town/library staff. 6 town/library staff were sent the survey.

Results from the board survey can be found in Appendix A, while responses to the staff survey on the board effectiveness can be found in Appendix B.

Prepared and submitted by:  
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