

REPORT

Oakville Public Library Board

Meeting Date: October 17, 2024

FROM: Oakville Public Library

DATE: October 8, 2024

SUBJECT: 2024 Board Evaluation – October 17, 2024

RECOMMENDATION:

That the 2024 Board evaluation survey be received for feedback.

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 17th board meeting (pending any changes).
- A summary of the results will be brought to the November board meeting for discussion.
- Feedback would also be sought from appropriate Library and Town staff. The Commissioner of Community Services would gather feedback and deliver it to the board in November.

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 has been drafted to provide board members the opportunity to rate the board overall effectiveness in the areas identified within the policy. The purpose of the survey to provide the board a starting point for discussion at the November 21 board meeting.

Pending any changes at the October board meeting, the survey will be sent out to the board with the results coming to the November meeting. Simultaneously, the Commissioner of Community Services will gather feedback from appropriate Town and Library staff and deliver it to the board as part of the November report.

APPENDICES:

Appendix A – Board Evaluation Survey

Prepared and submitted by:
Tara Wong, CEO