

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 1017

Board Self-Evaluation

Adopted: January 15, 2013

Reviewed/Revised: June 21, 2016; April 23, 2019; April 18, 2023

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) is committed to appraising its own performance as a Board in order to identify its strengths as well as areas for improvement. Therefore, the Board has established the following processes.

The Board of Trustees shall conduct an annual self-evaluation. The ultimate goal of this self-evaluation is to improve WNPLD operations and policies for the benefit of its patrons and staff. Objectives of Board self-evaluation include the clarification of roles, the enhancement of communication, cooperation, and understanding among Trustees, and the improvement of Board cohesiveness, effectiveness, and productivity.

Each January, the President of the Board shall appoint an ad hoc committee to determine the process and instrument to be used in that year's Board self-evaluation. The evaluation instrument shall incorporate criteria contained in these Board policies as well as those recognized by practitioners in the fields of public libraries and board effectiveness. It shall also include opportunities to assess progress on the prior year's goals and to offer suggestions for the following year's goals.

All Trustees are expected to complete the evaluation instrument and submit it to the Chair of the ad hoc Board Self-Evaluation Committee. The Chair shall tabulate and summarize the results for discussion among Trustees at a Board meeting. The results and subsequent discussion will be used to identify accomplishments in the past year, areas for improvement, and goals for the following year. The Executive Director may also be asked to provide their perspective on Board performance and accomplishments during the prior year and/or on upcoming goals.

At the completion of the Board Self-Evaluation process, the survey instrument, summary of results, and any other relevant documents shall be placed in the Board Self-Evaluation binder in the locked Board cabinet. These documents shall be archived for not less than ten (10) years for the reference of future Boards.