

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT ANNUAL BOARD SELF-EVALUATION - 2018

Directions: Rate each of the following items using the scale that follows. Add comments for clarification or amplification.

Rating Scale: A – ALWAYS (4 Points)
 U – USUALLY (3 Points)
 S – SOMETIMES (2 Points)
 R – RARELY (1 Points)
 N – NEVER (0 Points)

I. Roles and Responsibilities

- 4.0 Board members understand their roles and responsibilities as well as those of the Executive Director and the staff.
- 4.0 Board activities are confined to governing rather than managing.
- 4.0 The Board understands and embraces the Library's mission.
- 3.8** Board members understand their fiduciary and legislated roles and responsibilities.
- 3.5** Board members are familiar with the history and the role of the Friends of the Library.
- 3.5** Board members participate in fund raising activities.
- 4.0 Board members understand their legal responsibilities as Trustees.
- 4.0 The Board has developed formal criteria and a process for annually evaluating the Executive Director.

Comments:

- The Board has come a long way in understanding legal obligations and our roles at WNPL.
- Roles are very clearly explained. The binders provided to each officer and chair person are well organized and easy to follow.
- The board is consistent in understanding its role in setting policy and budgets.
- We take our roles and responsibilities seriously. Occasionally and with good intent, someone may make a suggestion that veers from these principles. Another Trustees will always set things right. We have improved our participation in fundraising activities.

II. Board Effectiveness

- 4.0 The Board evaluates itself annually.
- 4.0 There is good communication between the Board and the Executive Director.
- 4.0 The Board develops strong Bylaws to describe its structure and the practices it uses to accomplish its work.
- 4.0 Board members understand that communication with staff must be channeled through the Executive Director, not around the Executive Director.
- 4.0 Board members all participate in contributing to the work that must be accomplished outside of meetings.
- 4.0 The Board considers the Executive Director to be an integral part of the Board decision making process.
- 4.0 The Board analyzes issues and the impact of their decisions before voting.
- 4.0 Board members come to meetings prepared.
- 4.0 Board members are satisfied with the overall operation of the Board.
- 4.0 The Library District has shown significant achievement under this Board's leadership.

Comments:

- The board and library staff work as a cohesive unit.
- We truly share the responsibilities of the board work and I appreciate the good communication we have with Director Livergood.
- The board works collectively with the executive director to empower him to effectively manage the library.
- Our effectiveness is no longer in recovery mode. We are strong and on the right path.

III. Library Policy

4.0 The Board reviews policies as required by WNPLD Bylaws.

3.7 Board members can distinguish between policy making and operational decision making.

3.7 Board members understand the Bylaws and current policies.

Comments:

- We do our best but until all board members have been through the entire cycle of all board policies it is difficult to fully understand each one.
- I feel we have a good system of reviewing policies on a regular basis. This regular review has helped me in understanding the responsibilities and policies we adhere to as a board.
- The board consistently understands and maintains the policies of the library.
- Policy work is one of our strengths.

IV. Financial Management

3.7 The Board understands the funding needs of the Library.

4.0 The Board plays an important role in the development of the annual budget.

4.0 The Board considers the impact on resources and services when making financial decisions.

Comments:

- The board is strong on matters of fiscal responsibility and internal controls.
- Thanks to Andrea for leading us in our financial management efforts.

V. Planning

3.8 Board planning activities focus on the mission statement.

4.0 The Board makes strategic decisions and is responsive to trends and other changes in the environment.

4.0 The Board has a three- to five-year Strategic Plan and reviews it on a regular basis.

Comments:

- The strat plan is a framework for our effectiveness. Looking forward to the next one.

VI. Meetings

4.0 Board members regularly attend meetings and Committee of the Whole.

3.8 Board members arrive on time for meetings.

4.0 Board meetings are run according to parliamentary procedure.

4.0 Board meetings are business-like and stick to the agenda.

4.0 Board members take part in the discussion at meetings.

4.0 The Board encourages and acknowledges different points of view.

Comments:

- Differing views are discussed with good spirit and never with ill feelings.
- The board works well together, which can lead to a more casual environment, but we are still able to focus our meetings and be productive as a whole.
- We agree to disagree. We vote and it's done. Our meetings are collegial and productive.

VII. Board and Trustee Development

4.0 Board members have toured the facility in the past year.

4.0 Board members enjoy serving on the Board.

4.0 The Board President or designee is a member of ILA, ALA, and/or similar associations.

3.8 New Board members are given an orientation on their roles.

3.8 The Board provides opportunity to individual members to pursue further education and Board development.

Comments:

- So far Board Knowledge project has been effective in improving the on-boarding process for new board members.
- We've been deliberate about orienting new members, and I think we've been successful. We are also deliberate about Board development through agenda items rather than homework. I love being on the Board and working with everyone.

Overall Summary Comments

Describe three to five areas where Board performance is particularly effective.

- Collegiality is a normal part of the board now!
- Interaction and exchange of ideas between Executive Director and other board members
- The Board Knowledge site has been very effective at improving the learning curve for new members.
- We are very effective at policy work. Policies we have done over and over are improved time and again as we find things that we've missed previously. This also improves our collective knowledge on policies.
- All board members are doing their work outside of board meetings.
- Utilization of parliamentary procedure and process
- The Board works well together as whole and strives to achieve consensus.
- We respect and support one another. Everyone is sincere and vigilant about keeping this a strong and effective Board.
- Communications with the director are excellent.
- Finance & Budget thanks to Andrea' expertise
- The Board is unified in support of the Library and its mission.
- We keep library patrons in mind in all that we do and in the decisions we make.
- Budgeting process is collaborative.
- We have built a strong relationship with Ryan. This mutual respect and trust makes us a better Board

Describe three to five areas where Board performance could be more effective.

- Do more short board training items.
- Review, follow up and assessment of vendors to make sure we are getting our needs met and if we are not, take appropriate action.
- The Board needs to improve its oversight of capital projects. Timelines on some projects have tended to slip.
- We need to finish the Board Knowledge goal.
- Identify and nurture potential new board members.
- Involvement of community, perhaps we should survey and ask what else they want
- The Board needs to get better at delegating tasks internally to better spread workload.
- I hope reviewing the mission statement will be part of the next strat plan.
- Renew our relationship with the Friends.
- We need to get clearer on fundraising - goals, expectations, participation, WDC, etc. It's vague, to say the least.