
It is the policy of the Cobourg Public Library Board that an established framework for the performance review of the Chief Executive Officer (CEO) be followed in order to assure consistency from year to year and from Board to Board.

1. Once a year, in October, the Board will appoint a Performance Appraisal Committee. This Committee will comprise the Chair, the Vice Chair and a designate.
2. The appraisal will be based upon the CEO's achievements relative to the following:
 - a) The CEO job description
 - b) The annual work plan based on the Ends policies
 - c) A brief summary of year to date achievements of the Ends and compliance with Executive Limitations prepared by the CEO for the Committee.
3. The procedure for completing the evaluation is as follows:
 - a) The Chair, Vice Chair and designate will write an evaluation based on 2. a) through c) and provide it to the CEO.
 - b) The Chair, Vice Chair and designate will meet with the CEO in November to review the above-mentioned written evaluation.
 - c) The CEO shall have an opportunity to write comments on the written evaluation. The Performance Appraisal Committee members and the CEO shall sign off on the evaluation once the comments have been recorded.
4. Following this process, the Committee will submit a brief verbal and written report to the Board outlining the outcome of the process in camera at the November Board meeting.
5. Should one third (1/3) of Board trustees find the Committee's report unacceptable, the report will be reviewed by a quorum of the Board at a special in-camera meeting with the CEO present within seven days.
6. Should the CEO's performance falls below the expected level, the CEO must be so informed with details of the way in which performance is judged to be unsatisfactory. An unsatisfactory performance review shall be followed by another performance review in six months time. If the CEO still has not improved his/her performance to meet the requirements of the position, the Board will need to consider actions such as demotion or dismissal.

This process shall be completed by December 15th of each year.

The performance review reports are treated as confidential and made available only to the CEO and the Board.

Copies of the performance review shall be kept on file in a secure location at the Library and will be accessible to the Board Chair and Vice Chair.