

<b>Title</b>	Annual Board Assessment Policy
<b>Policy Number</b>	CPL-16-07
<b>Policy Type</b>	Governance
<b>Approval Date</b>	March 21, 2022
<b>Review Date</b>	March 2024
<b>Notes</b>	Originally adopted March 21, 2016; Revised March 2018 and March 2020

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## Purpose

The Library Board will monitor its own effectiveness in fulfilling its major responsibilities and achieving strategic goals. The evaluation process identifies key areas for Board improvement and the requisite follow-up action. This policy ensures that the Library Board formally assesses its effectiveness on an ongoing basis.

## Background

Board assessment is the process by which the Board determines how well its performance is enabling the Library to achieve what it should. A strong, vibrant Board is a clear indicator of a healthy organization. Annual assessment is intended to discover the Board's strengths, identify knowledge and performance gaps and put in place strategies for improving performance and effectiveness.

## Guidelines

1. The Library Board will evaluate its effectiveness on an annual basis.
2. The Chair will be responsible for managing the assessment process to allow the Board to remain consistent in benchmarking its performance against governance best practices and focus on continuous improvement in the following areas of responsibility:
  - a. Board conduct and practice
  - b. Policy development
  - c. Planning
  - d. Advocacy
  - e. Relationship with the CEO/Chief Librarian
  - f. Financial oversight
  - g. Board development
3. To facilitate the evaluation process, the Library Board will develop an annual work plan in January of each year and will assess its success in completing the work plan in November of each year.
4. As per the Caledon Public Library Planning Policy, a Strategic Action Status Report will be prepared for the Board's review in January of each year as a means of assessing the

Library's success in adhering to and meeting the mission statement, goals and objectives, actions and timelines identified in the current strategic planning documents. A Strategic Assessment and Evaluation Plan has also been created for this purpose and identifies indicators and baselines to measure the Board's success in realizing its goals over the term of the Strategic Plan.

5. The Board will also conduct an evaluation of its meetings three times annually. An online survey will be used to collect member feedback in March, June and October of each year. Responses will be reviewed by the Board Chair and will inform opportunities for improving meetings, ensuring that meetings are supporting the Board in achieving its stated objectives.

### **Related Documents:**

- **Public Libraries Act**, R.S.O. 1990, c. P.44
- Caledon Public Library Planning Policy, CPL-16-05
- Caledon Public Library Board By-Laws, CPL-16-06