

The Corporation of the Town of Orangeville



Report to the Library Board

To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: January 27, 2021
Report: #21-001
Subject: Survey Results of the Board Self-Evaluation

Recommendation:

That report # 21-001, dated January 27, 2021, with respect to the Survey Results of the Board Self-Evaluation, be received.

And that the Library board establish a working committee to review the results and recommend actions for the future.

Purpose:

The purpose of this report is to present the survey results of the Orangeville Library Board's Self-Evaluation.

Background:

At the December 9, 2020 meeting of the board, staff were directed to create and circulate a survey for the board to evaluate itself. The questions were created based on the third version of the Dalhousie University; College of Continuing Education document as interpreted by public libraries in Ontario. This questionnaire or survey tool is intended for small groups to assess themselves – anonymity is virtually impossible and considered unnecessary as the intent is to initiate discussion.

[A link to the survey was sent via email to each board member on December 15, 2020; a reminder was sent on January 9, 2021. \(See appendix A for a copy of the survey\)](#)

The response rate was 75% with 6 out of 8 possible responses received by January 13, 2021.

The results are provided by question.

The first question was optional. Questions two and three were aimed at understanding the level of experience the various members have with their role as a trustee on a board of directors.

The bulk of the survey (Questions #4 through 7), consisted of a total of 40 statements across four different aspects:

- (4) How well has the board done its job?
- (5) How well has the board conducted itself?
- (6) The board's relationship with the CEO, and finally;
- (7) Feedback to the chair of the board (optional).

The survey asked each member to rate each statement with the response that best reflects their personal opinion. The rating scale on the survey was the same for each question/statement: Strongly Disagree; Disagree; Maybe or Not Sure; Agree; Strongly Agree. However, the results presented have collapsed the extremes down to three options: Disagree / Unsure / Agree.

The results for each of these four aspects are presented in the same manner:

- 1) stacked bar chart showing the responses received into the three simplified options
- 2) table presenting the statements in descending order from the most agreed with to the least agreed to by scoring the responses out of a total of 5. The 'weighted average' or score reflects the subtle variations between the four (Strongly Disagree; Disagree; Agree; Strongly Agree) options.

The final question (#8) provided an opportunity for respondents to add any comments, questions, or concerns.

Interpretation of the results and any recommended actions required moving forward will be identified by the members of the board.

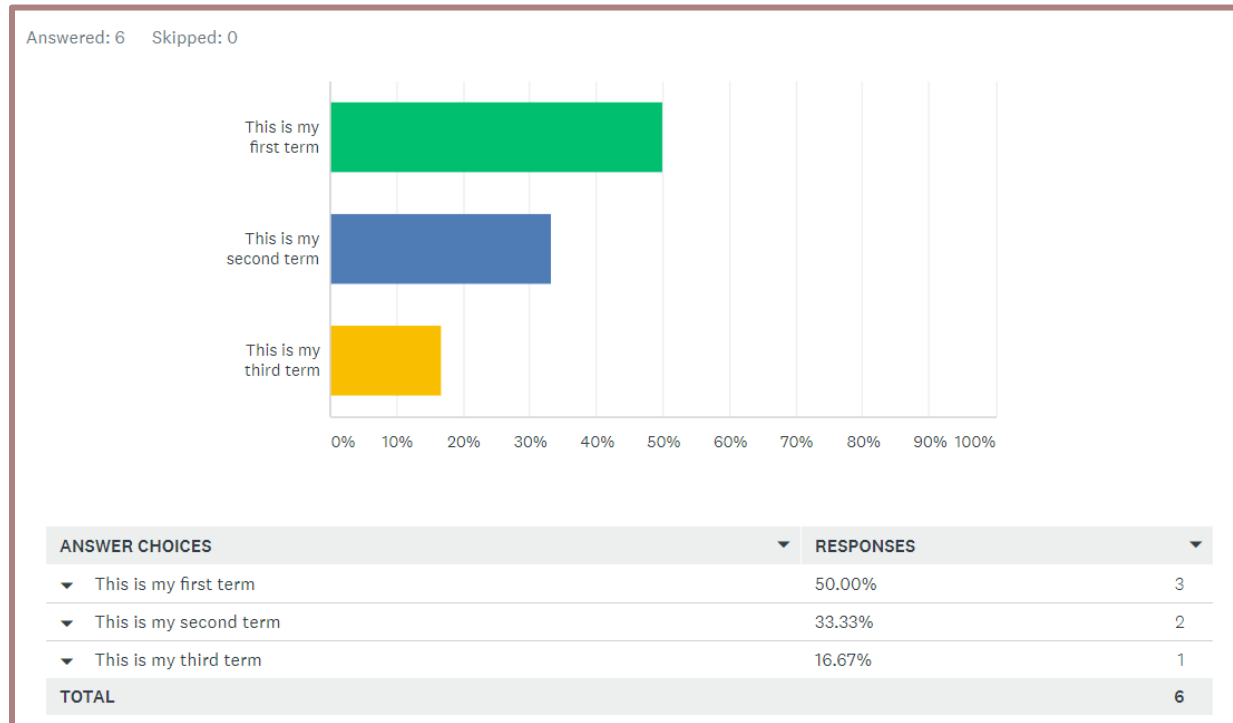
Question 1 – Name (Optional)

Total of 6: 4 responses received with names & 2 responses anonymously

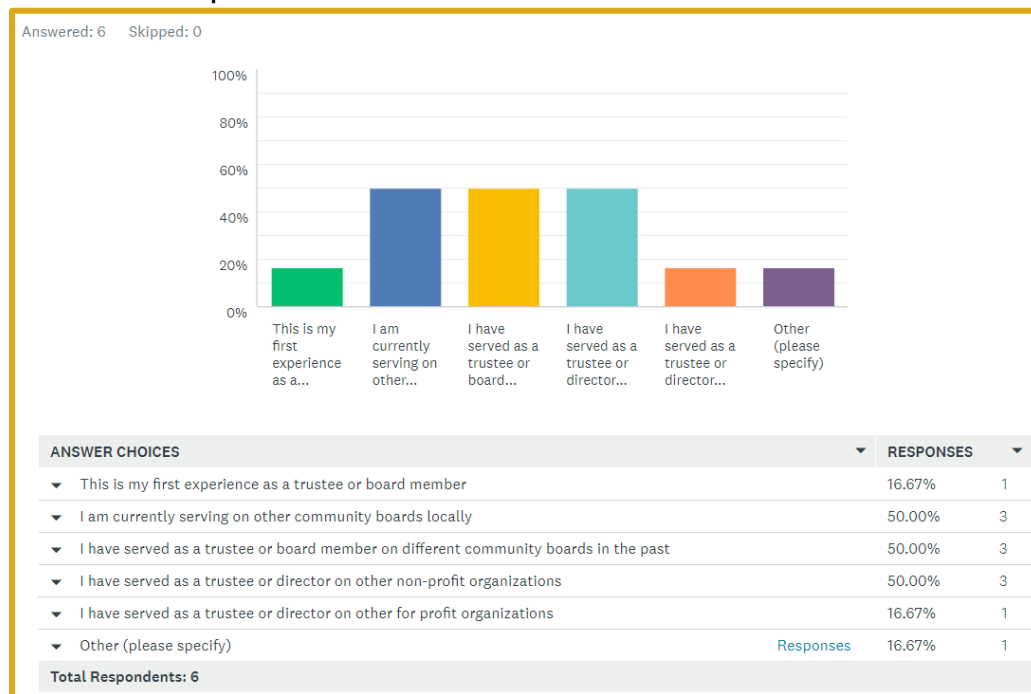
Question 2 – How long have you served as a library board member in Orangeville?

Results reflect an almost even split. Three respondents (50% of respondents) indicated that this was their first term/time serving as a member of this Board.

Two respondents indicated that this was their second term (it is the third for the CEO).

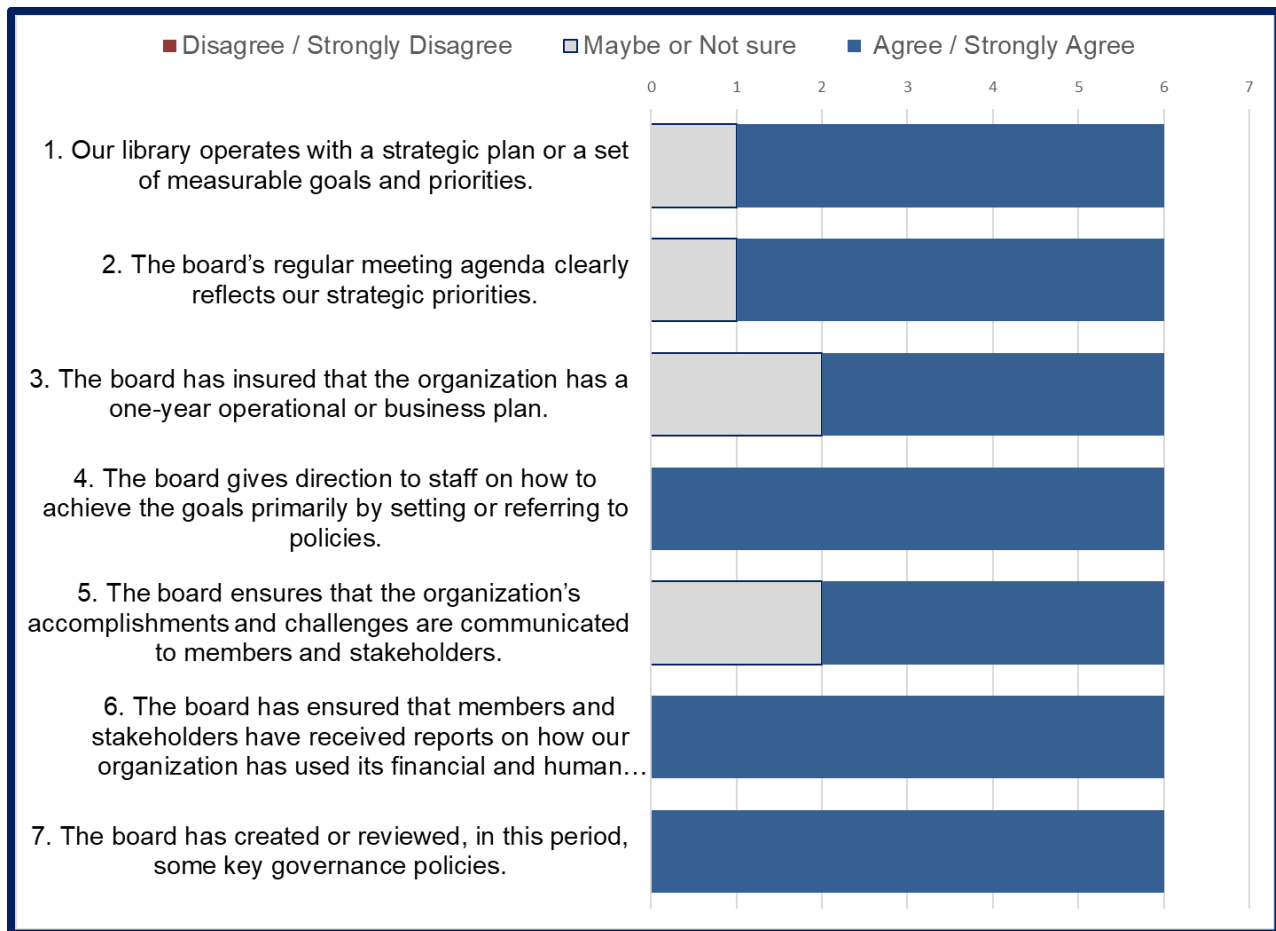


Question 3 - Your experience as a Trustee and/or member of a Board of Directors.



Question 4 - How Well Has the Board Done Its Job?

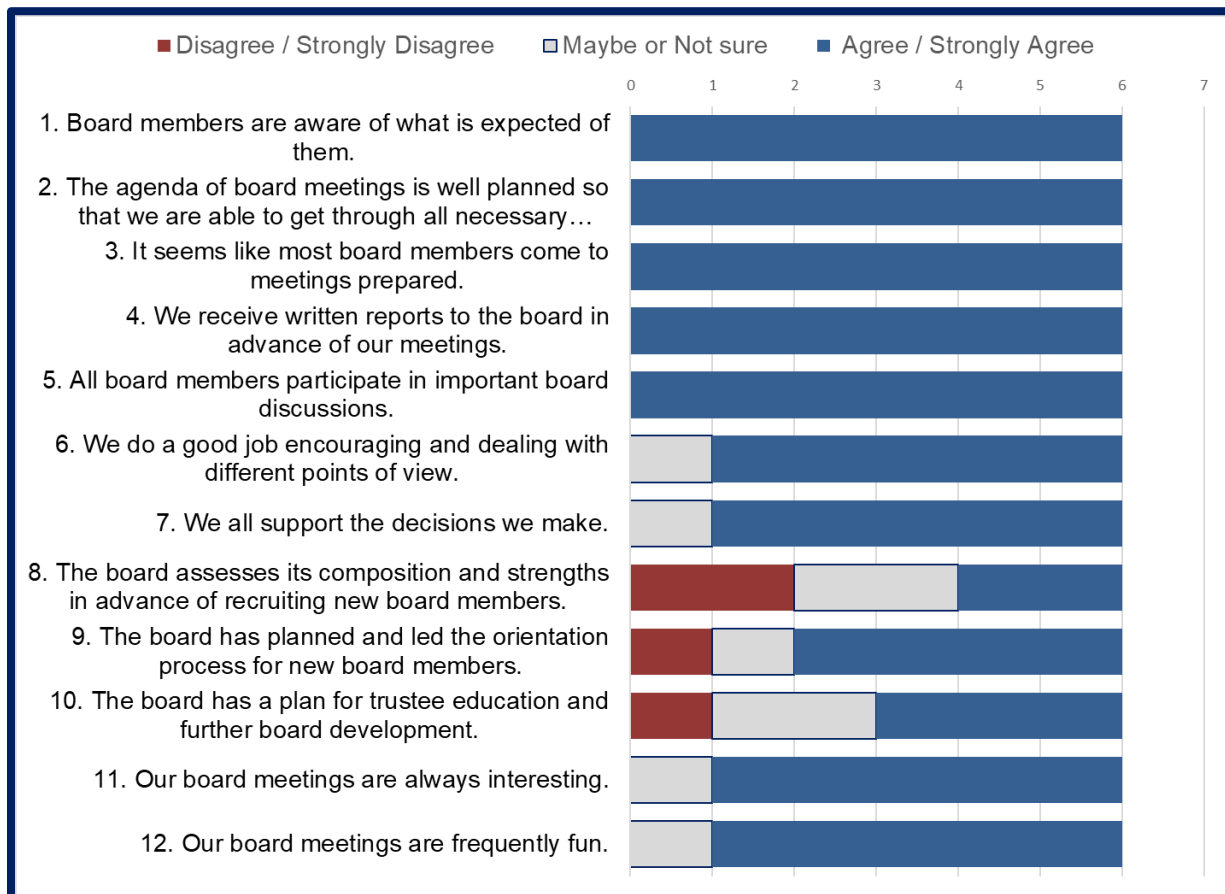
The first library board meeting of this term was held on Wednesday, January 23, 2019, the term runs until a new board is appointed by the council to be elected in November of 2022. January 2021 marks the halfway point within the term.



Rank	Statement and # as it appeared in the survey.	Weighted Average
1	7. The board has created or reviewed, in this period, some key governance policies.	4.50
2	1. Our library operates with a strategic plan or a set of measurable goals and priorities.	4.17
3	2. The board's regular meeting agenda clearly reflects our strategic priorities.	4.17
4	4. The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies.	4.17
5	6. The board has ensured that members and stakeholders have received reports on how our organization has used its financial and human resources.	4.17
6	5. The board ensures that the organization's accomplishments and challenges are communicated to members and stakeholders.	4.00
7	3. The board has insured that the organization has a one-year operational or business plan.	3.67

Question 5 - How Well Has the Board Conducted Itself?

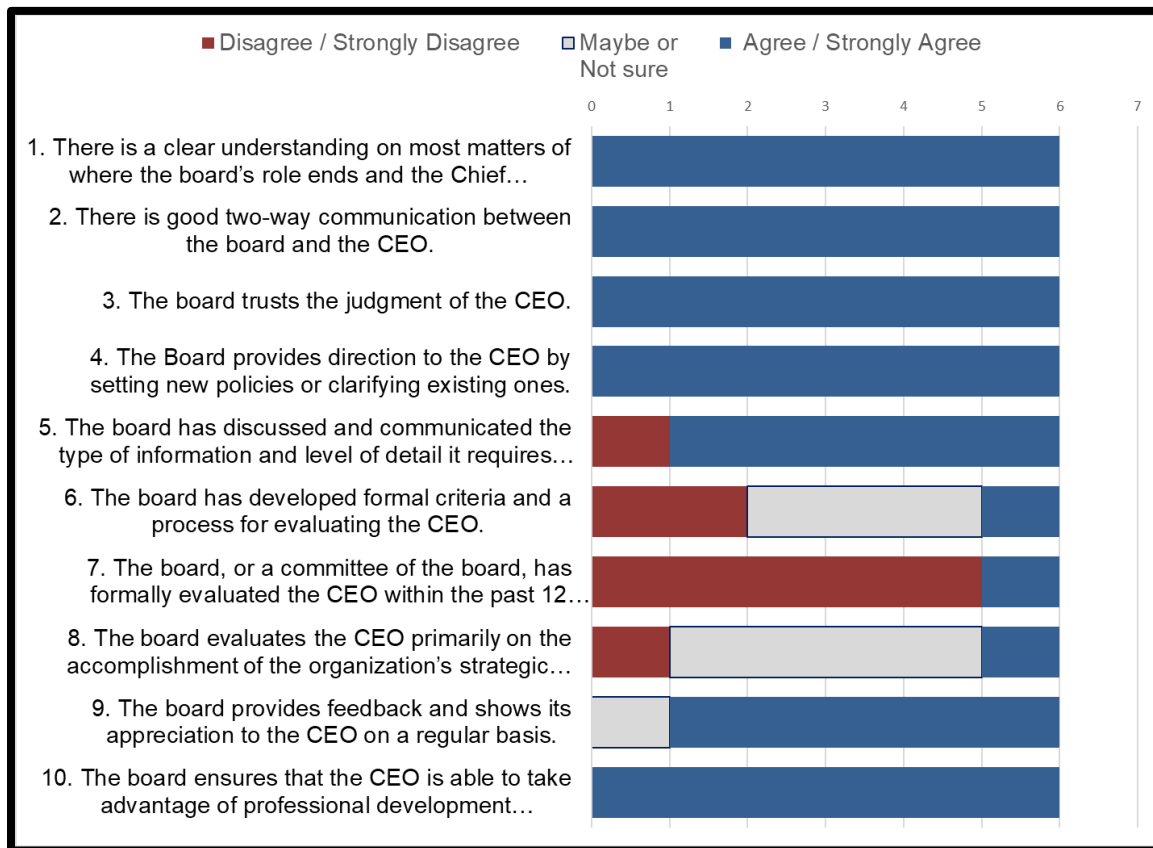
This board has held a total of 21 meetings in the past two years (the first half of this term).



Rank	Statement (with # as it appeared in the survey)	Weighted Average
1	4. We receive written reports to the board in advance of our meetings.	4.67
2	1. Board members are aware of what is expected of them.	4.50
3	2. The agenda of board meetings is well planned so that we are able to get through all necessary board business.	4.50
4	3. It seems like most board members come to meetings prepared.	4.50
5	5. All board members participate in important board discussions.	4.33
6	6. We do a good job encouraging and dealing with different points of view.	4.33
7	7. We all support the decisions we make.	4.33
8	11. Our board meetings are always interesting.	4.17
9	12. Our board meetings are frequently fun.	4.17
10	9. The board has planned and led the orientation process for new board members.	3.67
11	10. The board has a plan for trustee education and further board development.	3.33
12	8. The board assesses its composition and strengths in advance of recruiting new board members.	3.00

Question 6 - The Board's Relationship with Chief Executive Officer

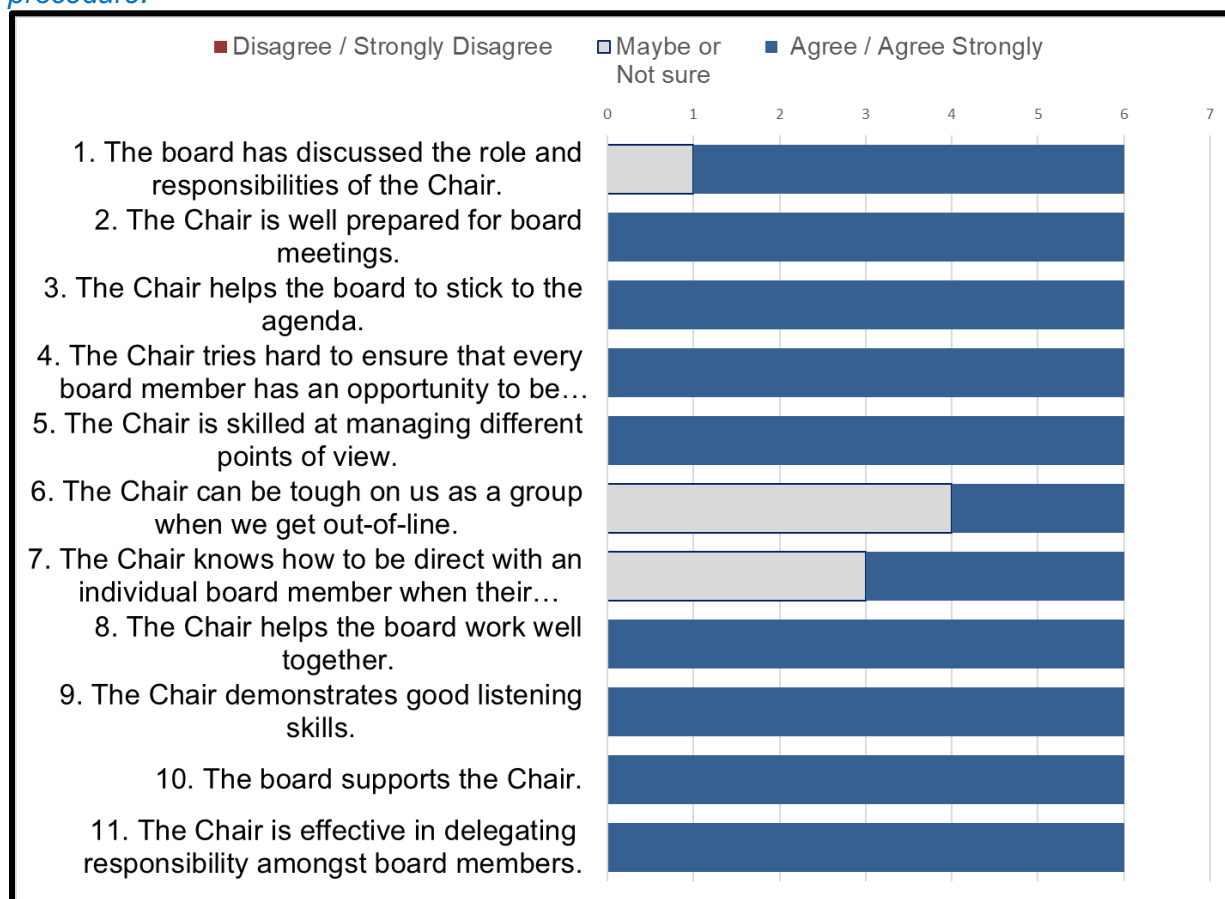
Performance Evaluation completed June 2018 by the board chair and vice-chair.



Rank	Statement (with # as it appeared in the survey)	Weighted Average
1	10. The board ensures that the CEO is able to take advantage of professional development opportunities.	4.83
2	2. There is good two-way communication between the board and the CEO.	4.67
3	3. The board trusts the judgment of the CEO.	4.67
4	4. The Board provides direction to the CEO by setting new policies or clarifying existing ones.	4.67
5	1. There is a clear understanding on most matters of where the board's role ends and the Chief Executive Officer's (CEO) begins.	4.50
6	9. The board provides feedback and shows its appreciation to the CEO on a regular basis.	4.33
7	5. The board has discussed and communicated the type of information and level of detail it requires from the CEO.	4.17
8	8. The board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.	3.00
9	6. The board has developed formal criteria and a process for evaluating the CEO.	2.83
10	7. The board, or a committee of the board, has formally evaluated the CEO within the past 12 months.	2.17

Question 7 - Feedback to the Chair of the Board (optional)

According to our by-laws, the chair of the board acts as an official representative of the library and in a leadership role to the board, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure.



Rank	Statement (with # as it appeared in the survey)	Weighted Average
1	2. The Chair is well prepared for board meetings.	5.00
2	3. The Chair helps the board to stick to the agenda.	5.00
3	4. The Chair tries hard to ensure that every board member has an opportunity to be heard.	5.00
4	5. The Chair is skilled at managing different points of view.	4.83
5	8. The Chair helps the board work well together.	4.83
6	9. The Chair demonstrates good listening skills.	4.83
7	10. The board supports the Chair.	4.83
8	11. The Chair is effective in delegating responsibility amongst board members.	4.50
9	1. The board has discussed the role and responsibilities of the Chair.	4.33
10	7. The Chair knows how to be direct with an individual board member when their behaviour needs to change.	3.67
11	6. The Chair can be tough on us as a group when we get out-of-line.	3.50

Question 8 – Comments, questions, or concerns.

Do you have any other comments, questions, or concerns you would like to add?

Answered	1
Skipped	5

Financial Impact:

There is no significant financial impact on the existing budget.

Prepared and respectfully submitted by,
Darla Fraser,
Chief Executive Officer

Appendix A – Survey Questions