

# Orangeville

PUBLIC LIBRARY

## Library Board Self-Evaluation Questionnaire

### Introduction

As per the direction of the board at the December 9th meeting, please find below the board self-evaluation questionnaire. The survey has been created based on the Version III of the Dalhousie University College of Continuing Education document as interpreted by public libraries in Ontario.

Ideally, in order to conduct a representative board self-evaluation, all questions should be answered by all board members as well as the chief executive officer. We are asking that all surveys be completed by January 11, 2021 in order to have the results ready to share at the January meeting.

There is a total of 40 statements across four different aspects (1) How well the board has done its job? 2) How well has the board conducted itself? 3) The board's relationship with the CEO and finally 4) Feedback for the chair of the board (optional), the survey asks each member to rate each statement with the response that best reflects their personal opinion.

The rating scale is the same for each statement:

Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

The first three questions are optional, and they will only be used to profile the board as a whole. The final question (#8) is simply an opportunity for members to leave any further comments or feedback.

1. Name (optional)

**2. How long have you served as a library board member in Orangeville?**

- ☐ This is my first term (1 - 2 years)
- ☐ This is my second term (3 - 6 years)
- ☐ This is my third term (7 - 11 years)

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

**Mark all that apply.**

- ☐ This is my first experience as a trustee or board member
- ☐ I am currently serving on other community boards locally
- ☐ I have served as a trustee or board member on different community boards in the past
- ☐ I have served as a trustee or director on other non-profit organizations
- ☐ I have served as a trustee or director on other for profit organizations
- ☐ Other (please specify)

#### 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 half way point within the term.

Kindly select the response that best reflects your opinion.

	Strongly Disagree	Disagree	Maybe or Not sure	Agree	Strongly Agree
1. Our library operates with a strategic plan or a set of measurable goals and priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The board's regular meeting agenda clearly reflects our strategic priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The board has insured that the organization has a one-year operational or business plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The board gives direction to staff on how to achieve the goals primarily by setting or referring to policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The board ensures that the organization's accomplishments and challenges are communicated to members and stakeholders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The board has ensured that members and stakeholders have received reports on how our organization has used its financial and human resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The board has created or reviewed, in this period, some key governance policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 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).

Kindly select the response that best reflects your opinion.

	Strongly Disagree	Disagree	Maybe or Not sure	Agree	Strongly Agree
1. Board members are aware of what is expected of them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The agenda of board meetings is well planned so that we are able to get through all necessary board business.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. It seems like most board members come to meetings prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. We receive written reports to the board in advance of our meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. All board members participate in important board discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. We do a good job encouraging and dealing with different points of view.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. We all support the decisions we make.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The board assesses its composition and strengths in advance of recruiting new board members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The board has planned and led the orientation process for new board members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The board has a plan for trustee education and further board development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Our board meetings are always interesting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Our board meetings are frequently fun.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 6. The Board's Relationship with Chief Executive Officer

According to the Public Libraries Act, "Chief executive officer (2) A board shall appoint a chief executive officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time. R.S.O. 1990, c. P.44, s. 15 (2)."

In Orangeville, the board has accepted the policies and procedures of the town and therefore library staff are employees of the Town of Orangeville. The library is one division within the Community Services Department (total of five divisions) and as such, the CEO of the library reports to the General Manager within the organizational structure of the corporation of the Town of Orangeville.

Simply put, the library CEO is responsible to the library board and accountable to the General Manager of Community Services.

Kindly select the response that best reflects your opinion.

	Strongly Disagree	Disagree	Maybe or Not Sure	Agree	Strongly Agree
1. There is a clear understanding on most matters of where the board's role ends and the Chief Executive Officer's (CEO) begins.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. There is good two-way communication between the board and the CEO.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The board trusts the judgment of the CEO.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The Board provides direction to the CEO by setting new policies or clarifying existing ones.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The board has discussed and communicated the type of information and level of detail it requires from the CEO.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The board has developed formal criteria and a process for evaluating the CEO.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The board, or a committee of the board, has formally evaluated the CEO within the past 12 months.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The board provides feedback and shows its appreciation to the CEO on a regular basis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Disagree	Disagree	Maybe or Not Sure	Agree	Strongly Agree
10. The board ensures that the CEO is able to take advantage of professional development opportunities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

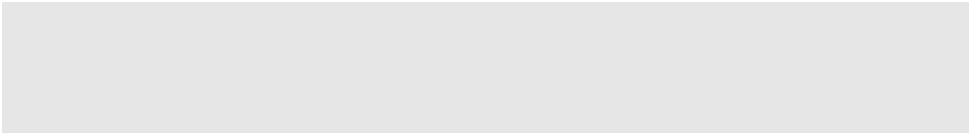
## 7. Feedback to the Chair of the Board (optional)

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.

Kindly select the response that best reflects your opinion.

	Strongly Disagree	Disagree	Maybe or Not Sure	Agree	Strongly Agree
1. The board has discussed the role and responsibilities of the Chair.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The Chair is well prepared for board meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The Chair helps the board to stick to the agenda.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The Chair tries hard to ensure that every board member has an opportunity to be heard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The Chair is skilled at managing different points of view.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The Chair can be tough on us as a group when we get out-of-line.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The Chair knows how to be direct with an individual board member when their behaviour needs to change.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The Chair helps the board work well together.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The Chair demonstrates good listening skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The board supports the Chair.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The Chair is effective in delegating responsibility amongst board members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

A large, empty rectangular box with a light gray background, intended for the user to provide additional comments, questions, or concerns. It is positioned directly below the question text.