## Shippensburg Public Library Board Evaluation

Please complete this survey and return it to Jonelle Darr, 19 South West Street, Carlisle, PA 17013 by February 15, 2002. Use the enclosed stamped, self-addressed envelope.

Survey responses will be kept confidential.

Check "Yes" if the item is true all the time. Check "Some" if the item is at least partially true. Check "No" if the item is never true.

| Yes  | Some                 | No                 | Our board prepares to do its job by:   |
|------|----------------------|--------------------|--|
|      |                      |                    | <ol> <li>Having written job descriptions for the board, committees and the<br/>library director.</li> </ol>                          |
| agit | sé bio<br>eleccionis | ode Net<br>nadi ba | <ol><li>Confining its activities to policy issues rather than management<br/>issues.</li></ol>                                       |
|      |                      |                    | <ol> <li>Delegating management activities to the library director.</li> </ol>  |
|      | en <u>r value</u>    | er to sb           | <ol> <li>Annually reviewing important documentsbylaws and policy<br/>manual.</li> </ol>  |
|      |                      |                    | <ol><li>Understanding their legal responsibilities as trustees.</li></ol>  |
|      |                      |                    | <ol><li>Participating in fund raising activities.</li></ol>  |
|      | -                    |                    | <ol><li>Talking positively about the library in public.</li></ol>  |
|      |                      | HOJES I            | 8. Approving (as a full board) the library director's job description.   |
|      | bus as               | iq Signat          | <ol><li>Approving (as a full board) the annual evaluation of the library<br/>director.</li></ol>                                     |
| - 28 | nsiblitien           | respon             | <ol> <li>Quickly confronting and remedying conflicts between board<br/>members or board members and the library director.</li> </ol> |
|      |                      |                    | <ol> <li>Holding yearly self-evaluations for the board and providing other<br/>continuing education opportunities.</li> </ol>        |
|      |                      |                    | 12. Having committee meetings only if they have work to do.  |
|      |                      |                    | <ol> <li>Recruiting board members for their knowledge, skills and<br/>community contacts.</li> </ol>                                 |
|      |                      |                    | 14. Filling vacancies on the board within two months.  |
|      |                      |                    | 15. Orienting new board members before they attend their first meeting.  |
|      |                      |                    | Our board ensures good meetings by   |
|      |                      |                    | 16. Arriving on time for meetings.   |
|      |                      |                    | 17. Following a businesslike system of parliamentary procedure.  |
|      |                      |                    | 18. Sticking to the agenda.  |

|                     | 19. Convening and adjourning on time.   |
|---------------------|---|
|                     | 20. Limiting most meetings to two hours or less.  |
|                     | 21. Participating in discussion at board meetings.  |
|                     | Individual board members  |
|                     | 22. Have toured the facility in the last year.  |
| vilsitag nesi te si | <ol> <li>Attend at least 90% of all board and committee meetings to which<br/>they have been assigned.</li> </ol>                                     |
|                     | 24. Are satisfied with the overall operation of the board.  |
|                     | 25. Come to meetings prepared to discuss agenda issues.   |
|                     | 26. Delegate management to the library director.  |
|                     | <ol> <li>Understand that communication with library staff should be<br/>channeled through the administrator, not around the administrator.</li> </ol> |
| nother it is        | 28 Make personal financial contributions.   |
| esitor house        | 29. Contribute extra time to the organization outside of regular meetings.  |
|                     | 30. Act as advocates for the organization.  |
| 20013               | 31. Enjoy serving on this board.  |
|                     | Our board plans for the future by   |
|                     | 32. Annually reviewing and approving the mission statement.   |
| s Job nesembasar    | 33. Developing a written long-range plan.   |
| Vision and 10 is    | 34. Annually reviewing progress toward the long-range plan and modifying it to meet community needs   |

Do you have any other general comments about the board's responsibilities and the way it carries out its business?: