

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: |
|-----|------|-----|--|
| ___ | ___ | ___ | 1. Having written job descriptions for the board, committees and the library director. |
| ___ | ___ | ___ | 2. Confining its activities to policy issues rather than management issues. |
| ___ | ___ | ___ | 4. Delegating management activities to the library director. |
| ___ | ___ | ___ | 3. Annually reviewing important documents--bylaws and policy manual. |
| ___ | ___ | ___ | 5. Understanding their legal responsibilities as trustees. |
| ___ | ___ | ___ | 6. Participating in fund raising activities. |
| ___ | ___ | ___ | 7. Talking positively about the library in public. |
| ___ | ___ | ___ | 8. Approving (as a full board) the library director's job description. |
| ___ | ___ | ___ | 9. Approving (as a full board) the annual evaluation of the library director. |
| ___ | ___ | ___ | 10. Quickly confronting and remedying conflicts between board members or board members and the library director. |
| ___ | ___ | ___ | 11. Holding yearly self-evaluations for the board and providing other continuing education opportunities. |
| ___ | ___ | ___ | 12. Having committee meetings only if they have work to do. |
| ___ | ___ | ___ | 13. Recruiting board members for their knowledge, skills and community contacts. |
| ___ | ___ | ___ | 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. |

