



Illinois Heartland Library System

To: Board of Directors
From: Karen Bounds
Date: November 20, 2022
Re: Executive Director Evaluation

I wanted to update you regarding the executive director evaluation, quarterly reports, FY2024 executive director goals, and questions for the annual evaluation of the executive director:

Executive Director evaluation:

- **Teamflect:** Beginning Quarter 3 (January 1, 2024, through March 31, 2024), Teamflect will be the formal evaluation method for quarterly and annual reviews.

- **Board President's responsibilities:**
 - Synthesizing the comments from the rest of the board and adding them to Teamflect beginning with Q3.
 - The board president serves as the direct Supervisor for the executive director and will direct all the performance conversations and complete all necessary paperwork.

- **Board Member Responsibilities:**
 - Board members will receive a brief quarterly questionnaire on how the executive director meets the FY2024 goals. The 4th quarter review will remain the annual evaluation, and the questions will be the same as in the previous year's evaluations.
 - The entire Board is given quarterly updates from the executive director. Each board member will review these reports to ensure they are aware of the executive director's accomplishments and future projects of IHLS. Board members will direct questions to the board president. Quarterly updates will be sent to the board at or around the end of each quarter.

We all must work together to provide leadership for the success of IHLS and all stakeholders. You have a passion for serving libraries, and your volunteerism as a board member shows your commitment to ensuring libraries are sustained into the future.

Thank you.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!
