

**Attachment A**

**Trustee Evaluation**

**Am I an Effective Board Member?**

- Do I arrive at meetings on time prepared to actively participate?
- Do I prepare reports, motions~ etc., in writing if possible, and submit them to the Board Secretary in sufficient time for distribution before the meeting?
- Do I read Board material in advance of meetings, noting comments and questions?
- Do I follow through on assigned activities?
- Do I notify the Chair in plenty of time about items for the agenda?
- Have I developed working knowledge of the Trustee Orientation Package and applicable legislation?
- Do I maintain friendly, positive relationships with other Board members and staff?
- Do I ask questions?
- Do I participate in discussion and decision making, ensuring that I offer my relevant comments and suggestions prior to the Board's decision?
- If I disagree, do I disagree with ideas and motions rather than individuals?
- Do I understand the rules of order and rules of the table chosen by the Board to facilitate meetings?
- Do I calendar Board and committee meetings and events, to allow time for advance preparation?
- Do I notify the Chair in advance if I am unable to attend a meeting?
- Do I always speak positively of the library to the public?

Approved by: \_\_\_\_\_

Board Chair

Date Approved: May 30, 2016