



## CEO Compensation Policy

This Policy on the Process for Determining Compensation of Geneva Public Library applies to the compensation of the executive officer, Director.

The process includes all of these elements: (1) review and approval by the Board of Trustees; (2) use of data to comparable compensation; and (3) contemporaneous documentation and recordkeeping, in accordance with NYS Civil Service rules and regulations.

1. Review and approval. The compensation of the Director is reviewed and approved by the Board of Trustees, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval. The personnel committee will consult with the finance committee when considering salary increases.
2. Use of data as to comparable compensation. The compensation of the Director is reviewed and approved as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. Contemporaneous documentation and recordkeeping. There will be notes taken during the deliberations and decisions regarding the compensation arrangement.

Adopted by the Board of Trustees on March 30, 2016