

North Chicago Public Library
2100 Argonne Drive
North Chicago, Illinois 60064

Board of Trustees

Policy # 009

Emergency Succession Policy

Adopted: May 21st, 2013

Purpose:

The Board of Trustees of the North Chicago Public Library recognizes that this is a plan for contingencies due to the disability, death or departure of the Library Director. If the organization is faced with the unlikely event of an untimely vacancy, the North Chicago Public Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of more than one week and less than three months in which it is expected that the Library Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Trustees is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Library Director.

In the event of an unplanned absence of the Library Director, the is to immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan.

At the time that this plan was approved, the position of Acting Library Director would be:
Reference Librarian

Should the standing appointee to the position of Acting Library Director be unable to serve, the back-up appointee for the positions of Acting Library Director will be in order:

Children's Librarian
Tech Services Manager
Circulation Manager

If this Acting Library Director has held his/her current position with the Library for less than 1 year, the Board of Trustees may decide to appoint one of the back-up appointees to the acting executive position.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director will be offered a temporary salary increase at least to the entry-level salary of the Library Director position.

Board Oversight

The board member responsible for monitoring the work of the Acting Library Director shall be:
Board of Trustees President

The above named person will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify members of the Board of Trustees and key volunteers of the delegation of authority. The Executive Assistant will notify staff.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters of North Chicago Public Library. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, major donors and others:
Literacy Connection.

The Board President should notify the City's Human Resources Director of the new acting library director.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the North Chicago Public Library should be determined by the Library Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Trustees will give immediate consideration, in consultation with the Acting Library Director, to temporarily filling the management position left vacant by the Acting Library Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Library Director needs assistance.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the North Chicago Public Library should be determined by the Library Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working the way up to a full-time commitment. The Board of Trustees should be given in writing the agreed plan by the Board President at the next meeting.

Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Trustees will appoint a Transition and Search Committee consisting of three or five Trustees within 30 days to plan and carry out a transition to a new permanent Library Director. The Board will also consider Emergency Succession the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director