

Scenic Regional Library Director Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence or departure of the Library Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence

A temporary leave of absence is defined as one in which it is expected that the Director will return to their position once events precipitating the absence are resolved.

A temporary absence may be planned or unplanned.

In the event of a temporary absence, the Director or member of the administrative management team (Assistant Director and Associate Directors) will inform the Board President of the absence and initiation of the Director Succession Plan.

Under the Director Succession Plan, the Assistant Director will assume the role of Acting Director.

If Assistant Director position is vacant during a temporary absence, the Associate Director with the most seniority will assume the role of Acting Director.

Authority and Compensation of the Acting Director

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

The Acting Director may decide to split the duties of the Director among other members of the administrative management team as they deem appropriate.

The Acting Director shall be compensated at the entry level salary of the Director pay range during the temporary absence.

The Acting Director may request that the Board consider additional compensation for other members of the administrative management team during the temporary absence.

Board Oversight

The Board will be sensitive to the special support needs of the Acting Director in this temporary leadership role.

Communications Plan

The Board President will notify staff and Board members immediately after the Director Succession Plan is implemented and responsibilities have temporarily been transferred to the Acting Director.

Completion of Temporary Absence

The decision of when the Director will return to lead the Library should be determined by the Director and the Board. They will decide upon a mutually agreed upon schedule and start date.

The Board may authorize a reduced schedule for a set period of time to allow the Director to work their way back to a full-time commitment.

The decision of when the Acting Director will step down will be determined by the Board.

Succession Plan in Event of Permanent Change in Director

A permanent change is one in which the Library Director will not be returning to the position due to retirement, resignation, termination, or death.

The procedures and conditions should be the same as for a temporary absence with one addition: The Board will appoint a Search Committee within thirty (30) days to plan and carry out a transition to a new Director.

The Board should strongly consider the option of hiring an outside consultant to plan and manage the search for a new Director.

Adopted March 19, 2024.