

Emporia Public Library

Emergency Succession Policy

Approved by the Library Board November 12, 2020

The Emporia Public Library Board has reviewed the job description of the Executive Director and has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, Library Board relationships, financial operations, resource development, and community presence.

The Emporia Public Library Board recognizes that this is a plan for contingencies due to the disability, death, or departure of the Executive Director. In the event of an untimely vacancy, the Emporia Public Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

Succession Plan in the 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 Executive 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 Library Board will implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

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

At the time this plan was approved, the position of Acting Executive Director would be:

Assistant Director

Should the standing appointee to the position of Acting Executive Director be unable to serve, the back-up appointee for the position of Acting Executive Director will be:

Technical Services Coordinator

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

Authority and Compensation of the Acting Executive Director

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

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

Board Oversight

The Board member responsible for monitoring the work of the Acting Executive Director shall be:

Library Board Chair

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

Communications Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board Chair will notify members of the Library Board of the delegation of authority. The Assistant Director will notify staff.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of Emporia Public Library. This may include (but is not be limited to) city and county leadership and Friends of the Library president.

Completion of Short-Term Emergency Succession Period

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

Succession Plan in the 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 Library Board will give immediate consideration, in consultation with the Acting Executive Director, to temporarily fill the management position left vacant by the Acting Executive 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 Executive 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 Executive Director needs assistance.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead the Emporia Public Library should be determined by the Executive Director and the Board Chair. 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 Chair, with the intention of the Executive Director working back up to a full-time commitment.

Succession Plan in the Event of a Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Executive 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 Library Board will appoint a Transition and Search Committee within 30 days to plan and carry out a transition to a new permanent Executive Director. The Board will also consider 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 Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.