



AURORA
Public Library District

Succession and Continuity Plan

Purpose

In the event of the absence, disability, death, or departure of the Executive Director, this plan is intended to guide the actions of the Board of Trustees and facilitate the transition to both interim and long-term leadership.

Resources outside the scope of this plan include the library's Human Resources Manager, the Reaching Across Illinois Library System, HR Source, and the library's general counsel. At any time, the board may convene a special meeting to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

Temporary Absence

A temporary absence is one in which it is expected that the Executive Director will return to their position once the reason for the absence is resolved. Temporary absences are generally anticipated to last three months or less.

In the event of a temporary absence, the Executive Director or designee shall inform the Board President of their absence and its expected duration as soon as practical. The Board President is expected to inform the full board of a temporary absence within 30 days, with regular reports until the circumstance is resolved, either by the Executive Director's return or departure.

During a temporary absence of the Executive Director, the Deputy Director is considered the Acting Director and is expected to fulfill the essential duties of the Executive Director, including preparation for board meetings, direction of the budget and levy process, leadership of the executive team, and guidance of any projects in process.

Should the Deputy Director be unable to serve, the Director of Neighborhood Services will be considered the Acting Director and will fulfill the essential duties of the Executive Director. The Board may consider splitting the executive duties between the Deputy Director and the Director of Neighborhood Services, especially if the absence is expected to be prolonged, i.e. longer than three months.

Decisions concerning the return of the Executive Director to regular duties should be mutually agreed upon by the Executive Director and the Board President. A reduced schedule for a period of time may be considered, with approval of the Board President and with the intention of return to a full schedule.

Disability

In the event of a debilitating condition, the Executive Director or designee shall inform the Board President as soon as conveniently possible of the extent and expected duration of the condition.

If the condition is expected to be temporary, the plan for a Temporary Absence applies. If the condition proves to be long term or renders the Executive Director unable to perform their duties for a period of time unacceptable to the Board, the Board may follow the procedures outlined in the following section.

Death or Departure

In the event of the death or departure of the Executive Director, the Policy and Personnel Committee will plan and carry out the transition to a new Executive Director under the guidance of the Board President.

The Deputy Director is expected to fulfill the essential duties of the Executive Director while the board conducts a search for a new Executive Director. Should the Deputy Director be unable to serve, the Director of Neighborhood Services will fulfill the essential duties of the Executive Director. The Board may consider splitting the executive duties between the Deputy Director and the Director of Neighborhood Services if the search is expected to be prolonged, i.e. longer than three months.

Within 30 days of the death or departure of the Executive Director, or once it is firmly determined that the Executive Director can no longer serve, the Policy and Personnel Committee of the Board will meet to plan the hiring process to the new Executive Director. The committee will consider the need for outside consulting assistance depending on the circumstances and the Board's capacity to manage the transition and search. The library's Human Resources Manager should be considered a resource by the committee.

Authority and Compensation

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

The Acting Director may be offered one of the following, to be determined by the Board at the time of succession:

- A temporary salary increase; or
- A one-time bonus; or
- Additional vacation day(s); or
- No additional compensation

Communication Plan

Upon transferring responsibilities to the Acting Director, the Board President or designee will notify staff and board members of the delegation of authority as soon as possible. The Acting Director will communicate the change to the library's attorney, bank, business insurance carrier, and RAILS.

Upon completion of a temporary absence or the search for a new Executive Director, the Board President or designee will communicate to staff and board the change in leadership.