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Administrative Succession Plan

Purpose

The Administrative Succession Plan establishes a process to ensure continuity in leadership and executive duties due to the absence, disability, death, or departure of the director and is intended to facilitate the transition to both interim and long-term leadership.

Succession plan in the event of a temporary or short-term absence

A short-term absence is defined as three months or less, after which the director will return to duty.

A planned absence, such as an extended vacation, leave, or sabbatical, will be approved by the board with length and return to work date determined between the board and director.

In the event of an unplanned absence of the director, the business manager will immediately inform the President of the Board of Trustees. The president will convene a meeting of the board to implement the procedures outlined in the succession plan or modify as warranted.

At the time of approval of this plan, the head of adult services would be designated as the acting director. If unable to serve, then the head of youth services would be designated as the acting director. The business manager will assist the designee with executive duties.

The board will give immediate consideration, in consultation with the acting director, to temporarily filling the management position left vacant by the acting director. It may not be reasonable to expect the acting director to carry the duties of both positions, so a temporary manager would focus on covering priority areas in which the acting director needs assistance.

Authority and compensation of the acting director

The acting director will have full authority for decision-making and independent action as the director. The acting director may be offered one of the following, to be determined by the board of trustees at the time of succession:

1. A temporary salary increase during the term served as acting director
2. A payroll bonus during the term served as acting director
3. No additional compensation

Board of Trustees oversight of the acting director

The acting director reports directly to the Board President. The board will be responsible for monitoring and supporting the work of the acting director.

Communication plan

The president will authorize the acting director to notify staff of the designation of authority. The president will communicate the information to village administration and the Evergreen Park Public Library Foundation Board President.

Return to work

The director and Board President will decide upon a mutually agreed return date and schedule. The board can approve a temporarily reduced schedule, with the intention of return to full-time employment. Questions related to short-term absences should be directed to the library's attorney.

Succession plan in the event of a temporary, unplanned long-term absence

A long-term absence is defined as more than three months, after which the Director will return to duty.

In the event of an unplanned absence of the director, the business manager will immediately inform the President of the Board of Trustees. The president will convene a meeting of the board to implement the procedures outlined in the short-term succession plan, or approve externally hiring an interim director. Depending on the timing of the absence, it may be advisable to hire an experienced director temporarily. The board should bear in mind impending fiscal obligations or special projects when considering whether or not to hire an interim director. The RAILS Library System can provide resources related to hiring an interim director.

Return to work

The director and Board President will decide upon a mutually agreed return date and schedule. The board can approve a temporarily reduced schedule, with the intention of return to full-time employment. Questions related to long-term absences should be directed to the library's attorney.

Succession plan in the event of a permanent change in Director

A permanent change is one in which the director will not be returning to duty.

The president will convene a meeting of the board to implement the procedures outlined in the short-term succession plan, or approve hiring an interim director. The board will appoint a search committee and determine a process and timeline for hiring a new director.

Attachments

Director job description

Approved by the Evergreen Park Public Library Board of Trustees
August 12, 2020.