

Wilmette Public Library District

Emergency Succession Plan

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

The Board has established expectations regarding the duties and responsibilities of the Director as a part of its policy manual. The Board has a clear understanding of the Director's role in organizational leadership, development, administration, overall operations, board and affiliate relationships, financial operations, and community engagement.

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

A temporary absence is one of less than three months in which it is expected that 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 sabbatical. The Board of Trustees is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Director.

In the event of an unplanned absence of the Director, the highest ranking staff member is to immediately inform the Board President (or highest ranking Board officer) of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time of this plan's approval, the position of Acting Director will be:

Leah White, Assistant Director

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

Andrea Vaughn Johnson, Youth Services Manager

If the person holding the position designated to serve as Acting Director is new to their position and fairly inexperienced with this organization (less than two

years), the Board may decide to appoint the back-up appointee to the Acting Director position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Director

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

The Acting Director may be offered a temporary salary increase or bonus during the Acting Director period.

Board Oversight

The Board members responsible for monitoring the work of the Acting Director shall be the President or another designee as appropriate. This person will be sensitive to the special support needs of the Acting Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Director, the President (or highest ranking Board member) will notify staff members, members of the Board of Trustees and key volunteers of the delegation of authority.

As soon as possible after the Acting Director has begun covering the unplanned absence, the Acting Director shall communicate the temporary leadership structure to the following key community organizations:

- Cooperative Computer Services (CCS)
- Reaching Across Illinois Library System (RAILS)
- The Friends of the Wilmette Public Library
- The Kenilworth Public Library District
- The Village of Wilmette
- The Village of Wilmette Police Department
- The Village of Wilmette Fire Department
- The Wilmette Park District

Completion of short-Term Emergency Succession Period

The decision about when the absent Director returns to lead the Wilmette Public Library should be determined by the Director and 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 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 that 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 will give immediate consideration, in consultation with the Acting Director, to **temporarily** filling the management position left vacant by the Acting 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 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 Director needs assistance.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Director returns to lead Wilmette Public Library should be determined by the Director and the 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 President, with the intention of working their way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Director

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

This plan was reviewed/approved on _____ (date).

Signature: _____
Board President

Director



Wilmette Public Library

Organizational Chart

