

The Board of Trustees of the Waukegan Public Library recognizes that this is a plan for contingencies due to the disability, death or departure of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy, the Waukegan Public Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership. The Board of Trustees of the Waukegan Public Library has reviewed the job description of the Executive Director. The job description is attached. The Board has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, Board of Trustees relationships, financial operations, resource development and community presence.

Succession Plan in 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 Board of Trustees is authorized to 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 of Public Services is to immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan.

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

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:
Assistant Director of Community Services

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

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the full 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:
Board of Trustees President

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 President will notify members of the Board of Trustees and key volunteers of the delegation of authority. The Executive Assistant 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 Waukegan Public Library. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, major donors and others:

Literacy Connection

Completion of Short-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead the Waukegan Public Library should be determined by the Executive Director and the Board 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 Board 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 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 of Trustees will give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling 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 Waukegan Public Library should be determined by the Executive Director and the Board 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 Board President, with the intention of working the way up to a full-time commitment.

Succession Plan in 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 Board of Trustees 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.

Policies that are required by statute are automatically amended to reflect any changes in said statute.

Website of the Waukegan Public Library
Revised and maintained by:

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