

Prospect Heights Public Library District Executive Director Succession Plan

Purpose

This plan is intended to establish procedures and contingencies due to the absence, or departure of the Executive Director and to facilitate the transition to both interim and long-term leadership.

Succession Plan in the Event of a Temporary Absence: Short Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Executive Director will return to their position once 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.

In the event of an **unplanned absence**, the Executive Director or member of the management team will inform the Board President of the absence. As soon as it is feasible, the President should convene a special meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

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

- Sue Seggeling

The Board may decide to split executive duties as they and the AED deem appropriate.

Authority and Compensation of the Acting Executive Director

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

The Board may but is not required to offer a bi-weekly payroll bonus to the AED for the duration of leave of absence.

Board Oversight

The Board President will be responsible for monitoring the work of the AED during the leave of absence period and will be sensitive to the special support needs of the AED in this temporary leadership role.

Communications Plan

The Board President will notify staff and Board members immediately after transferring the responsibilities to the AED.

As soon as possible after the AED assumes their role, Board members and the AED will communicate the temporary leadership structure to the following, key external supporters. This list is neither ranked nor exhaustive.

- Accountant
- Attorney
- Bank
- Building Maintenance
- CCS
- RAILS

Completion of Temporary Absence: Short Term

The decision about when the Executive Director returns to lead the Library should be determined by the Executive Director and the Board. They will decide upon a mutually agreed upon schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the Executive Director to work their way back to a full-time commitment.

Succession Plan in the Event of a Temporary Absence: Long-Term

A long-term absence is one that is expected to last more than three months. In addition to the procedures and conditions established for a short-term absence, the Board will give immediate consideration, in consultation with the Acting Executive Director, to either temporarily fill the management position left vacant by the AED or hire an interim library 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 AED to carry the duties of both positions, or depending upon the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination if an Interim Executive Director is needed

The criteria that the Board and Acting Executive Director should consider when determining whether or not to hire an Interim Director or consultant to the AED are as follows:

- Time of year – are major deadlines pending?
- Required fiscal responsibilities – consider the status of the B&A, levy, and/or audit
- Special projects currently in progress or upcoming

Skills and experience an Interim Director needs:

- Significant experience as the director of an Illinois library district
- Flexible schedule to allow for on-site presence and to attend board meetings
- Prior experience as an Interim Director preferred

Kathy Parker Consulting - kathypconsult@gmail.com meets these qualifications.

Completion of Temporary Absence: Long Term

The decision about when the absent Library Director returns to lead the Library would be determined by the Director and the Board. They will decide upon a mutually agreed upon schedule and start date. The Board may authorize a reduced schedule for a set period of time to allow the Executive Director to work their way back to a full-time commitment.

Succession Plan in Event of Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Library 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 Executive Director. The Board should strongly consider the option of hiring outside consultants to plan and manage the search. The Search Committee will also determine the need for an Interim Director if one is not already in place.

Acceptance of Emergency Succession Plan

This succession plan requires approval by the Board of Trustees subsequent signatures by the Board President and the Executive Director.

This plan should be revised as needed and be integrated into the Library’s policy review schedule.

The Library’s financial calendar is included with this document along with other succession related information necessary for this plan to be activated.

A physical copy of this plan is kept in the Library safe. The Board President may choose to keep a physical copy as well. A digital copy for editing is kept on the Administration network drive under Succession.

Board President: _____

Date: _____

Executive Director: _____

Date: _____

Information and Contact Inventory for the Prospect Heights Public Library District

Knowing where the Library's key information is located is critical so that if an emergency succession should occur, the Library would be able to quickly continue work in the most efficient and effective way.

Accountant

- Name:
- Contact:
- Phone Number:
- Email:

Attorney

- Name:
- Contact:
- Phone Number:
- Email:

Auditor

- Name:
- Contact:
- Phone
- Email:

Audits

Managed by Head of Administrative Services

Copies in Executive Director's office file cabinets under "Audit"

Electronic copies on Alex's drive

Bank

- Name:
- Contact:
- Phone Number:
- Email:
- Account information location:
- Head of Administrative Services and Assistant have login capability

Board Minutes

Regular board meeting minutes are [posted online](#)

Signed originals for the current FY are kept in a binder in the Director's office.

Signed originals for previous years are kept in binders in the Admin hallway.

Minutes are kept on Alex's drive

Building Maintenance

- Company Name:
- Contact:
- Phone Number:
- Email:

Bylaws

Current copy, previous versions and working drafts on Alex's drive
Current copy on the Board's [SharePoint](#) page.

Contracts

Best source is Administrative Services Assistant
Folder on Alex's drive

FEIN:

Financial Statements

Current month printout on credenza behind Director's desk
Kept on Alex's drive
End of Year reports kept on Alex's drive
Paper copies kept in Director's right desk drawer.

Fiscal Authority

Board officers (President, Vice President, Secretary, and Treasurer) are authorized to make transfers and wire transfers and who are authorized to sign checks. Invoices and checks are reviewed and signed monthly by two officers ahead of each board meeting.

The Head of Administrative Services is not authorized to sign checks but is authorized to make internal transfers from savings to checking and between Illinois Funds and our savings account.

Human Resources Information

Employee records, personnel information, I-9s and related documents are maintained by the Head of Administrative Services.

The Library also subscribes to HR Source – www.hrsource.org

Insurance Agent

- Company Name:
- Contact:
- Phone Number:
- Email:

Policy binders are kept in a labeled cabinet in the Admin area.

Network

- Company Name:
- Contact:

- Phone Number:
 - Email:
- Head of Technical Services is the Library's liaison with CVI.

Payroll

- Company Name:
- Contact:
- Phone Number:
- Email:

Passwords

Alex's network username:

Alex's network password:

Other passwords on Alex's drive

Strategic Plan

Current version [posted to SharePoint](#).

Previous versions and working copies on Alex's drive

Tax Exempt Certificate

Administrative Services Assistant keeps this current

On Alex's drive

Paper copy in right drawer of Director's desk

A list of key annual events is attached to this document.