

## **Morrison-Talbott Library Emergency Succession Plan**

The Board of Trustees of the Morrison-Talbott Library recognizes that, for the benefit of the Library and the community it serves, a plan for contingencies due to the disability, death or departure of the Director must be in place. If the organization is faced with the unlikely event of an untimely vacancy, the Morrison-Talbott Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

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

A temporary absence is one of more than three weeks and less than three months in which it is expected that the Library 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 Library 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 department coordinators from Adult and Youth Services are to immediately inform the Library Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Library Board of Trustees to affirm the procedures prescribed in this plan and to appoint an Acting Director.

Department coordinators from Adult and Youth Services will be assigned as Acting Director based on seniority and availability.

### **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 Library Director.

The Acting Director will be offered a temporary salary increase, to be determined by the Library Board of Trustees, until the Library Director returns or a permanent replacement is hired.

### **Board Oversight**

The board member responsible for monitoring the work of the Acting Director shall be: Library Board of Trustees President.

The above-named 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 Library Board President shall notify members of the Library Board of Trustees and library staff.

As soon as possible after the Acting Director has begun covering the unplanned absence, Library Board members and the Acting Director shall communicate the temporary leadership structure to key external supporters of the Morrison-Talbott Library, including but not limited to: City of Waterloo officials.

**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 a short-term absence with one addition:

The Library Board of Trustees 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 employee would focus on covering the priority areas in which the Acting Director needs assistance.

**Completion of Short- or Long-Term Emergency Succession Period**

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

**Succession Plan in Event of a Permanent Change in Library Director**

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. In the event of such an occurrence, the short-term succession plan will be implemented, including the assignment of an Acting Director. The Library Board of Trustees shall take steps to begin the search to fill the vacate Library Director position as soon as possible.