

# **RED FEATHER LAKES COMMUNITY LIBRARY SUCCESSION PLAN**

*Revised and approved by the Red Feather Mountain Library District Board of Trustees on October 24, 2023*

## **INTRODUCTION**

The purpose of this succession plan is to equip The Red Feather Mountain Library District Board of Trustees with appropriate organization and guidance in the event of a departure of a Library Director or other staff of the Red Feather Lakes Community Library.

## **PART I: EMERGENCY SUCCESSION**

This part provides structure and direction to The Board of Trustees and library staff in the event of an emergency that affects library operations. Regardless of the circumstances, succession will always be a collaborative discussion between library staff and the Board of Trustees to address the needs and operations of the library.

To handle circumstances in the event of an emergency, the current Library Director shall designate an Acting Library Director from current staff. This Acting Library Director must understand basic concepts of the Library Director position to ensure proper, smooth operations of the library until The Board of Trustees goes through the appropriate process, based off the circumstances, for a permanent full-time Library Director. The Library Director shall designate from current staff of a proper internal succession plan for this Acting Library Director role as well.

The Board of Trustees must be understanding as a whole of their role in the operations of the library in emergency situations. In the event of an emergency affecting multiple staff members, The Board of Trustees must be prepared to take on roles in relation to the management of the library to ensure continued operations.

The succession plan of designation of roles for the Board of Trustees is as follows:

President

Vice-President

Treasurer

Secretary

Board Members (3 - in order based on tenure on the Board)

## **PART II: HIRING A LIBRARY DIRECTOR**

Recruiting & Hiring a Rural Public Library Director

(<https://www.clicweb.org/colleague-on-call/recruiting-hiring-public-library-director/>)

The above link provides guidelines from CLiC which will assist the Board of Trustees with direction on recruiting and hiring a Public Library Director particularly for a rural area like The Red Feather Mountain Library District. CLiC is always available to support and assist the Board of Trustees (<https://www.clicweb.org/colleague-on-call/contact/>). This Succession Plan recommends contacting CLiC immediately when beginning the process of hiring a Public Library Director to gain their connection and insight.

During the hiring process, the library staff and The Board of Trustees shall follow the order from Part I of succession in the event of an emergency.

Guidelines to hiring a Library Director will not be provided here in this plan but the Board of Trustees should be understanding of the needs of hiring both a Library Director and the community of The Red Feather Mountain Library District. Factors such as the growing economic constraints and living circumstances should be considered in recruiting a Library Director to the area. It is important that the Board of Trustees ensures that the Library Director fulfills current mission and vision statements as well as the guidelines and principles of the Library Director job position.

### **PART III: EXPECTATIONS OF LIBRARY DIRECTOR RELATED TO SUCCESSION**

The current Library Director must ensure all policies are available, up-to-date, and accessible to staff and The Board of Trustees.

The Library Director should designate an appropriate in-staff succession plan as detailed in Part 1. The Library Director should conduct periodic training for staff that reflects policies, updates, and is relevant to ensure staff are prepared on a day-to-day basis as well as in the event of an emergency.

### **PART IV: EXPECTATIONS OF THE BOARD OF TRUSTEES RELATED TO SUCCESSION**

The Red Feather Mountain Library District services a small, mountain community and, as a result, is composed of a small group of devoted staff and volunteers. The Board of Trustees volunteer their time to ensure effective operations overall and, as such, should have on-site knowledge of the library no different than any other volunteer.

The Library Director should conduct at least annual training with The Board of Trustees members so that they have an understanding of the operations of the library in the event of an emergency or if the succession plan were needed to be implemented to the degree that Board of Trustees members would need to be involved.

#### **Version history:**

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