

RED FEATHER MOUNTAIN LIBRARY DISTRICT SUCCESSION PLAN

Revised and approved by the Red Feather Mountain Library District Board of Trustees on March 11, 2025

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 (temporary)

This part provides structure and direction to The Board of Trustees and library staff in the event of an emergency that affects library staff and 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 ensure a smooth transition process. As an **initial** response to the emergency, the President of the Board and the recommended acting library director will be in contact to make needed joint decisions and schedule an emergency meeting of the Board of Trustees and all staff to discuss the succession plan.

The Board of Trustees must understand their role as Trustees 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: 1. President; 2. Vice-President; 3. Secretary; 4. Treasurer; 5. Members at large in order based on tenure.

To handle circumstances in the event of an emergency, the Board may consider options, such as:

- the current Library Director recommends an Acting Library Director from current staff (see the Red Feather Mountain District bylaws)
- Contact Colorado Library Consortium - CLiC: Colleague on Call for support in the process - currently Anna Szczepanski, Office: 303.422.1150, Direct/Cell: 303.819.5955 <https://www.clicweb.org/colleague-on-call/contact/>
- assigning duties to individual staff and Trustee Directors from the current library director's list of responsibilities (see [Job Description DIRECTOR - Sample Succession Plan](#))

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This/these interim library person(s) must understand the basic concepts of the Library Director position to ensure proper, smooth operations of the library until The Board goes through the appropriate process, based on the circumstances.

PART II: RECRUITING AND HIRING A LIBRARY DIRECTOR

When the library director initiates a planned retirement or resigns to accept other employment, Part I of this Succession plan is bypassed and Part II of this Succession Plan would begin.

This Succession Plan recommends contacting CLiC immediately when beginning the process of hiring a Public Library Director to gain their connections and insight.

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

This link provides guidelines from CLiC which will assist the Board of Trustees with direction on recruiting and hiring a Public Library Director for a rural area like The Red Feather Mountain Library District.

Guidelines to hiring a Library Director will not be provided in this plan, but the Board of Trustees should have an understanding of hiring a Library Director to meet the unique needs of 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.

During the hiring process for the permanent Library Director, the Board of Trustees could consider the options in Part I and the following options listed below:

- sponsoring a paid internship or use of credentialed alumni through Denver University or UCBoulder.
- hiring a substitute librarian by collaborating with Poudre School District Human Resources Department

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- assigning duties to individual staff and Trustee Directors from the current library director's list of responsibilities (see [Job Description DIRECTOR - Sample Succession Plan](#))
- other options as shared

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 current Library Director shall prepare and share a description/list of regular duties/tasks performed under each of the director's responsibilities' items.
- The current Library Director should recommend in writing an appropriate in-staff interim director designee and submit a rough draft of recommended responsibilities for staff based on their unique abilities related to the Director's current job description.
- The Library Director should conduct periodic training for staff members that reflects policies, updates, and is relevant to ensure all 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 understand 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.

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