

## EXECUTIVE DIRECTOR SUCCESSION PLAN

**1. TEMPORARY LEAVE OF 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.

In the event of an unplanned absence, the Executive Director or one of the Associate Directors will notify the Board President of the absence. As soon as is reasonably possible, the Board President shall convene a special board meeting to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

The Board shall enter closed session to discuss this matter as it pertains to 5 ILCS 120/2 (c)(1):

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

In open session, the Board President shall move to appoint one of the Associate Directors as Acting Executive Director with a Board vote to follow.

The Board may seek the counsel of the Executive Director to finalize the selection of the Acting Executive Director, taking into consideration factors including, but not limited to, current work responsibilities and the availability of the Executive Director during the temporary leave of absence.

**a. Acting Executive Director**

The person appointed as Acting Executive Director shall have the same full authority for decision-making and independent action as the actual Executive Director. The Board will authorize a biweekly payroll increase equal to 5-15% of the Acting Executive Director's current regular rate of pay for the duration of the leave of absence. A contract will be signed that includes the amount of the payroll increase.

**EXECUTIVE DIRECTOR SUCCESSION PLAN****b. Communication**

The Board President shall confirm with the Board, and notify staff, the Library Foundation, and the Friends of The Urbana Free Library immediately after transferring responsibilities of the Executive Director to the Acting Executive Director.

Immediately after the Acting Executive Director assumes their role, the Board President and the Acting Executive Director shall communicate this temporary leadership plan to the following key external Library supporters. Additional supporters may be included depending on the administrative project schedule:

- Architect
- Attorneys
- Auditing firm
- Banks and Financial Institutions
- Champaign Library
- City of Urbana
- Illinois Heartland Library System (IHLS)
- Insurance agencies
- Urbana Park District
- Urbana School District 116

**c. Leave of Absence Completion**

The decision on when the Executive Director returns to lead the Library shall be determined by the Executive Director and the Board. They will decide upon a mutually agreed-upon schedule and resumption date. The Board may authorize a reduced schedule for a set period of time prior to a full-time return to work.

**2. TEMPORARY LEAVE OF ABSENCE: LONG-TERM**

A long-term, temporary leave of absence is one that is expected to last longer than three months. In addition to the procedures and conditions established for a short-term, temporary leave of absence, the Board will immediately consider:

- a. Temporarily supporting the management position left vacant by the Acting Executive Director by temporarily reassigning an existing employee, or
- b. Hiring an Interim Executive Director.

Consideration will be given to whether it is reasonable to expect the Acting Executive Director to carry the duties of both positions for an extended period of time. The decision to and how to reassign existing staff will be made solely by the Acting Executive Director.

In instances where a long-term, temporary leave of absence is anticipated from the beginning, the Library can recommend, the Board President can move, and the Board can

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vote to appoint an Interim Executive Director immediately in lieu of appointing an Acting Executive Director.

### **a. Interim Executive Director**

The criteria that the Board and Acting Executive Director shall consider when determining if the Acting Executive Director should continue leading the Library in the longer term as the Interim Executive Director are as follows:

- Time of year/administrative project schedule (pending deadlines)
- Required fiscal responsibilities (levy, operating budget, or audit)
- In-progress or upcoming special projects

Interim Executive Director qualifications include, but are not limited to:

- Five years of progressively responsible public library administration experience
- Excellent communication skills, both written and verbal
- Comprehensive knowledge of public library philosophy, practices, services, and procedures
- Ability to effectively prepare and present information to the Board
- Thorough knowledge of public library budgeting and finance and ability to quickly learn the City's financial system

Candidates for the Interim Executive Director will be available to work onsite and to consistently attend board meetings. Prior successful experience as a library director or interim director is preferred. A contract will be signed that includes the amount of the payroll increase, if the Interim Executive Director is already on staff, and if not, a separate employment contract will be drawn up and signed.

### **b. Leave of Absence Completion**

The process for determining leave of absence completion is the same as stated in Section 1(c).

## **3. 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 leave of absence, with the addition of planning and carrying out a transition to a new Executive Director. The Board shall consider hiring a consultant to plan and manage the director search.

Adopted November 11, 2025