



WAUPACA AREA PUBLIC LIBRARY

IMAGINE LEARN CONNECT

WAUPACA AREA PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
POLICY COMMITTEE MEETING AGENDA
WEDNESDAY SEPTEMBER 15, 6:00 PM
(OR IMMEDIATELY FOLLOWING THE FINACNE COMMITTEE MEETING)
IN-PERSON IN CITY COUNCIL CHAMBERS

Mission Statement: "...committed to offering opportunities for connections innovation, and engaged learning."

1. ROLL CALL

COMMITTEE MEMBERS PRESENT:

ADDITIONAL ATTENDEES:

2. APPROVE THE AGENDA

3. OPEN MEETING STATEMENT

Ms. Burington read the OPEN MEETING LAW STATEMENT: This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

4. REVIEW OF EXISTING POLICIES

- a. Line of Responsibility Policy
- b. Organizational Chart

5. CONSIDERATION OF NEW POLICY/PLAN

- a. Succession Plan

6. ADJOURNMENT

PLEASE CALL PEG BURINGTON (715-467-1599) BY 1:00 PM ON MEETING DATE
IF YOU ARE UNABLE TO ATTEND. THIS MEETING WILL BE LOCATED IN CITY OF WAUPACA COUNCIL CHAMBERS WITH OPTIONS TO ATTEND PHYSICALLY OR VIRTUALLY VIA VIDEO/TELECONFERENCING.
PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS

Open Public Access to Meetings. All meetings will be virtual until further notice. We will broadcast all city meetings on Facebook Live, FM96.3 and Win-TV 991. Public Input for any city meeting can be submitted to publicinput@cityofwaupaca.org

Staff Line of Responsibility

In absences of the Library Director, the line of responsibility extends to:

- ~~Assistant Director/IT Coordinator~~ Adult Services Librarian
- Children's Librarian
- Teen Librarian
- ~~AV/Technical Services Librarian~~
- ~~Assistant Children's Librarian~~

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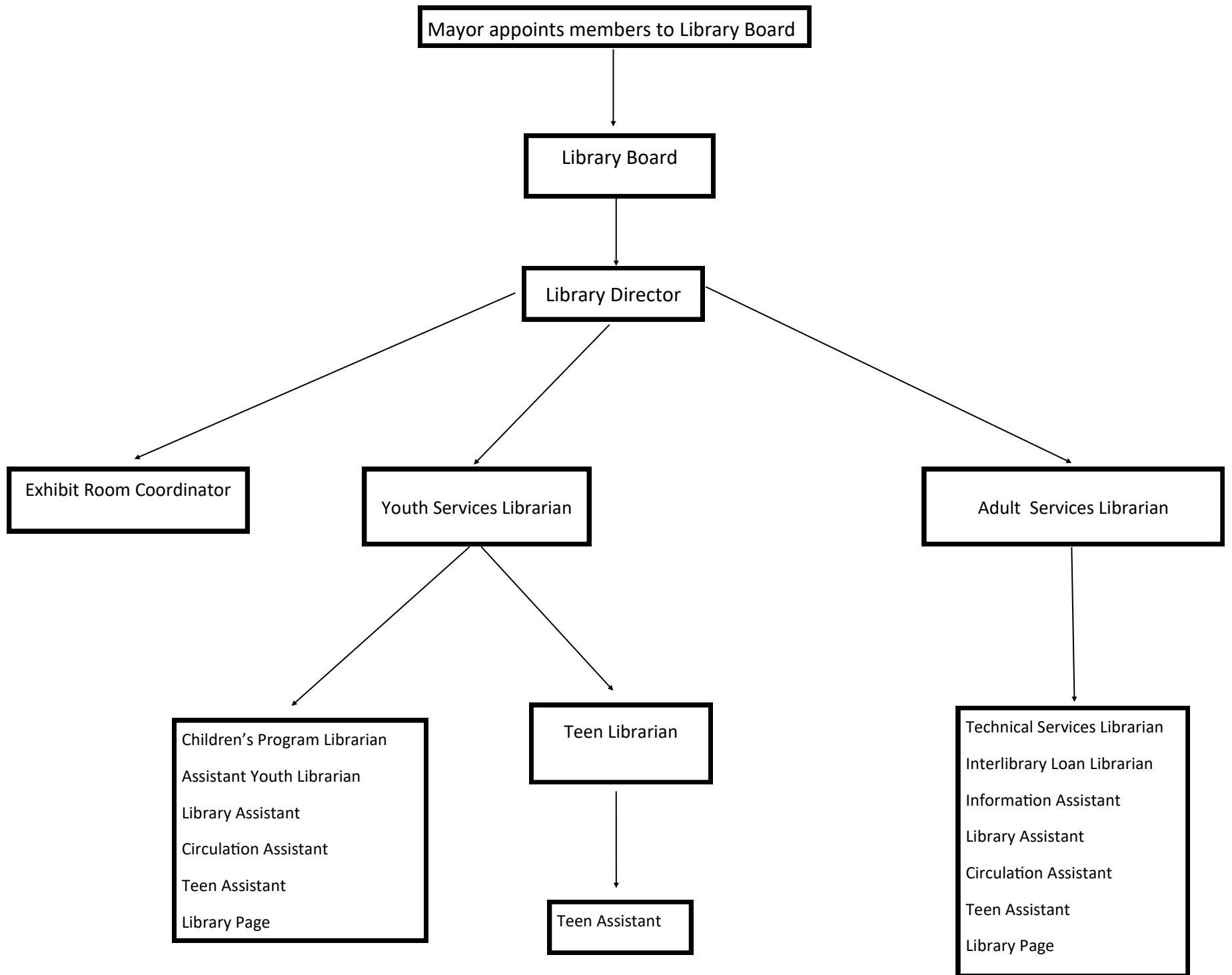
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The above named person will perform in the capacity of acting Director in the interim. If none of the above are present staff scheduled to work at the Information Desk is in charge of the Library.

Revised by the Waupaca Area Public Library Board of Trustees September 2010

Revised by the Waupaca Area Public Library Board of Trustees July 18, 2018

Reviewed by the Policy Committee September 2021



Waupaca Area Public Library Director Succession Plan

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the 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 Director will return to their 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.

In the event of an unplanned absence of the Director or member of the Management Team, in the event of the unavailability of the Director, will inform the Board President of the absence. As soon as it is feasible, the President should convene a 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 Library Director would be shared between the:

1. Children's Librarian
2. Adult Services Manager
3. Teen Librarian

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

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

The Acting Library Director may be offered *one* of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

Board Oversight

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

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board Members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary

leadership structure to the following key external supporters. This may include (but not be limited to):

- City Administrative Staff & Mayor
- OWLS System Director and Staff

Completion of Short-Term Emergency Succession Period

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

Succession Plan in the 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 for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director 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 Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of if an Interim Library Director is needed

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

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of a similar type of library
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact the regional library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

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

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to the City Finance Director or City Administrator.

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. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Hiring Committee to plan and carry out a transition to a new permanent Library Director. The board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Hiring Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

A copy of this Succession Plan will be housed in the binder with Original Policies. A digital copy for editing shall be kept in the Library Director's computer.

Signatures of Approval for Waupaca Area Public Library.

Board President: _____ Date: _____

Board Vice President: _____ Date: _____

Library Director: _____ Date: _____

Approved by the Waupaca Area Public Library Board Date: _____

Key Information Waupaca Area Public Library

Having access to the organization's key information is imperative for any succession plan. Below is the location and or information necessary to ensure the organization can continue to operate in the absence of the library director.

Board By-Laws, Minutes, Approved Actions and Documents: Physical copies in binders marked Board Reports, organized by years in Director's Office; Digital copies in file Board Reports organized by years and months and with City Clerk.

Strategic Plan: Physical copy, each manager, and booklet on shelf in Directors Office. Digital copy on website and on Directors Computer under Planning or New Director

Financial Information

- Employer Identification Number: 39-6005644
- State Tax Exempt Number: CES # ES 64914
- DUNS # 799898911

Current & previous audited financial statements: housed in city Hall with the Finance Director

Payroll

- Kathy Kasza City Finance Director

Month	Annually
January	<ul style="list-style-type: none">• Planning Committee meets to• Approve Progress Towards Goals and Working Plan
February	<ul style="list-style-type: none">• Annual Report due March 1• Personnel Committee meets to approve supervisor assessments• Library Legislative Day
March	<ul style="list-style-type: none">• County Advocacy for library funding• Policy Committee meets to review policies
April	<ul style="list-style-type: none">• Orientation of new Library Board Members appointed by Mayor• Welcome to new Council Members and elected officials• Annual Report presentation to Council• Purge personnel files and paper financial records in accord with Record Retention Schedule
May	<ul style="list-style-type: none">• Annual review of City Ethics and Fraud Policies• Annual review of Library Board By-Laws• Officer elections• Committee appointments• Library Director Assessment scheduled
June	<ul style="list-style-type: none">• Personnel Committee meets for Library Director Assessment• Policy Committee meets to review policies
July	
August	<ul style="list-style-type: none">• Finance Committee meets to work on preliminary budget• Upcoming annual calendar approved
September	<ul style="list-style-type: none">• Library Report on SLP
October	<ul style="list-style-type: none">• Budget approval• Policy Committee meets to review policies
November	<ul style="list-style-type: none">• City Council approves annual budget
December	