



Policy # 100-6

Adopted Date: August 2016

Revised Date: April 2021

Library Director Succession Policy

It is the duty of a library board of trustees to hire a competent, professional, and qualified library director since the library director is a vital member of the library staff, chief executive office of the library, and the only staff member selected by the library board. Much diligence and forethought must be made in finding and hiring a library director to represent the library in the community; to represent the library in local, state, and national organizations; to fulfill the duties in the library director's job description; and to lead the library with a vision that aligns with the library's goals and mission.

It is mandated that the new library director has a Masters in Library Science (MLS) and NYS public librarian's professional certificate (and for those certified after January, 1, 2010, maintain certification) as required by Education Commissioner's Regulation § 90.8 and has two (2) years' library experience as required by Monroe County Civil Service Commission Code No: 3 -18-011.

Library Director Succession Procedure

- I. In case of Library Director's resignation or removal from service, the President informs the staff that the Library Director is unavailable (give a reason, if appropriate) and that the most senior, full-time staff member will be the person-in-charge until an Interim Library Director is hired.
- II. Contact the MCLS Library Director, inform her/him of the change, and ask for recommendations on whom to hire as an Interim Library Director—interview candidates and hire the candidate who will best guide the library through this transitional period and prepare the way for the new Library Director.
 - A. The Interim Library Director should simply guide the Library and make no long-term objectives or hire new staff—this is the job of the new Library Director.

- B. According to Monroe County Civil Service rules, the Interim Library Director cannot work more than three (3) months.
- III. Inform the Municipalities of the Library Director search.
- IV. Contact the Municipal Clerk who handles the library's Civil Service to request the Monroe County Civil Service list of Library Director I Eligible Candidates.
- V. Inform the Foundation / Friends' Presidents, and other interested parties about the change.
- VI. Take actions at the next board meeting (or a special board meeting) to:
 - A. Remove the Library Director from all accounts, credit cards, etc.
 - B. Appoint the Interim Library Director, officially.
- VII. Create a list of goals for the Library, (with staff and community input) and develop a list of traits and qualities a new Library Director will need to accomplish those goals.
- VIII. Use this list to revise the current Library Director Job Description.
 - A. Needs to be approved at next board meeting (or a special board meeting).
- IX. Based on the updated job description and traits/qualities, create a list of questions for the committee interview and the final Trustees interview.
- X. Develop a rubric with exemplar for search committee and trustees.
- XI. Appoint search committee (one Trustee from each municipality, staff members, volunteers, Foundation/Friends members, community members, etc.) to interview the candidates. The functions of the Search Committee:
 - A. To advertise the vacancy, to receive applications, and to review applications.
 - B. To conduct preliminary interviews of the eligible applicants, and submit candidates for final interview to the Board.
 - C. To keep the Board informed of their deliberations.
 - D. Provide applications, resumes, and comments for the candidates submitted by the committee to the Board members for review before the interviews.
- XII. The full Board interviews the candidates recommended by the Search Committee and makes the final selection.
- XIII. The Board offers the top candidate the position upon final approval.
- XIV. The new Library Director will need access to the computer system and the Library Director folder on the server.
- XV. Library Automated Systems through MCLS help desk may be able to log into the server to create a user profile that has access to the Library Director Drive for the new Library Director.

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Reviewed:

161 East Avenue, Brockport, NY 14420

Library: 585-637-1050

www.seymourlibraryweb.org