

Absence of Library Director for Short Periods of Time

In the absence of the Library Director for short periods of time, there is a need to have one or more persons responsible for representing library policy, maintaining Library security, and providing day- to-day direction of staff. The Library Board of Trustees has established the following supervisory positions to assume this responsibility:

1. Librarian II/Head of Adult Services and Collection Development
2. Librarian I/Head of Grant Administration and Special Projects
3. Librarian I/Head of Youth Services
4. Librarian I Teen Services and Community Engagement Librarian
5. Senior Library Clerk/Head of Administration
6. Senior Library Clerk/Head of Circulation
7. Library Assistant/Head of Youth Programming
8. Other full-time Library Assistant on site with seniority
9. Other full-time Library Clerk with seniority on site
10. Other full-time staff member with seniority on site
11. Other part-time staff member with seniority on site

This temporary authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with the established policy and procedures of the Library.

Extended Absence of Library Director

In the extended absence of the Library Director, there is a need to have an alternate person assume responsibility for the continued maintenance of Library operations. The Library Board of Trustees has established that the following supervisory positions to assume this responsibility in the following order:

1. Librarian II/Head of Adult Services and Collection Development
2. Librarian I/Head of Grant Administration and Special Projects
3. Librarian I/Head of Youth Services
4. Librarian I Teen Services and Community Engagement Librarian
5. Senior Library Clerk/Head of Administration
6. Senior Library Clerk/Head of Circulation
7. Library Assistant/Head of Youth Programming

If the extended absence is more than eight weeks, the Board of Trustees will seek to hire a temporary qualified person through appropriate avenues.

Whenever possible, major decisions shall be delayed until the Director has returned. If a delay is not possible, the person responsible for library operations will make the necessary decision according to the situation, after consulting with one of the following individuals: Library Board of Trustees President, Library Board of Trustee Vice President, or the appropriate town department head or official.

Adopted November 17, 2020
Reviewed December 20, 2022