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**Purpose:** To ensure an automatic designation of authority for making essential decisions when the Library Director is absent from the library.

**1. Absences for Periods up to Eight (8) Weeks**

- 1.1. The Library Director will recommend an Acting Library Director.
- 1.2. The Acting Library Director will undertake duties involving direct supervision of staff, liaising with the Board, the Town, and the public, making budgetary and other library management decisions. Duties do not include initiating new projects, establishing new relationships, developing new marketing or public relations initiatives or applying for grants or awards.

**2. Longer Absences of Known Length**

- 2.1. If the Library Director is to be absent for a period of greater than twenty-six weeks, the Library Board will consider hiring a temporary Library Director.

**3. Compensation**

- 3.1. For absences of eight (8) working weeks or less, no compensation will be made to the library employee filling the office of Acting Library Director.
- 3.2. For planned absences of greater than eight (8) working weeks, compensation will be made to the library employee filling the office of Acting Library Director at the commencement of the Library Director's absence.
- 3.3. Compensation will be an additional ten percent (10%) of the Acting Library Director's current salary or at the discretion of the Library Board.