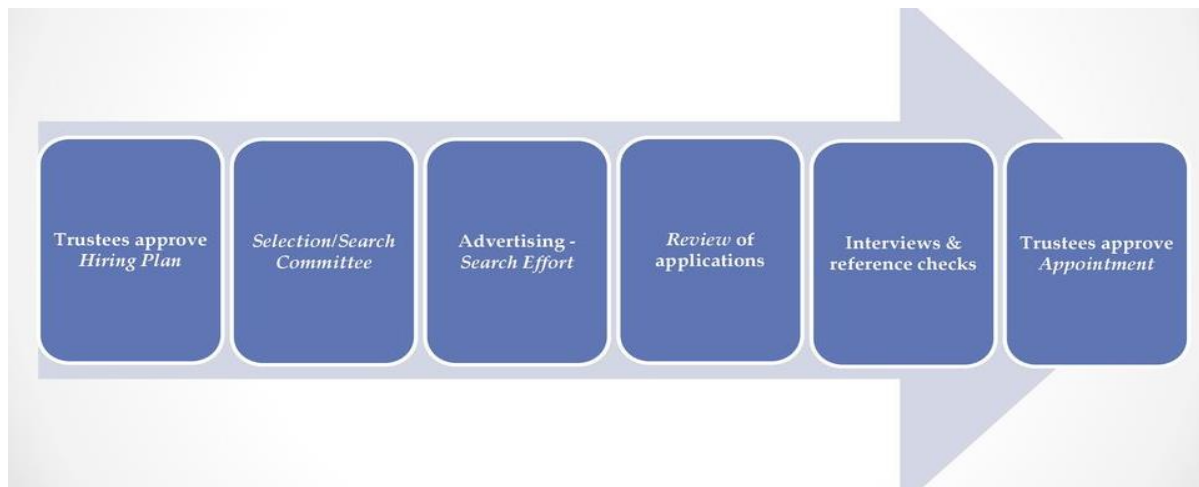


HIRING PLAN

Adopted: 22 January 2024

Hiring a New Director

Timeline: 3-6 months



Trustees approve Hiring Plan

The Hiring Plan is a formal document that is set by the library board to identify the characteristics, skills, and attributes needed in the new executive position to achieve these goals. Included in the Hiring Plan:

- Job Description
- A statement or metric that describes the most critical characteristics, skills and attributes desired
- Description, development & appointment of the Selection/Search Committee, including the formal appointment of any HR consultants that will be assisting in the process
- Set targets and deadlines for timeline
- Appropriation of funds necessary to complete the search

Selection / Search Committee

The Selection/Search Committee will be made up of members of the Dunlap Public Library Board of Trustees including the President. The current Director may also be invited to join. Committee members should be available to attend ALL meetings and ALL interviews. The committee proceeds according to the Hiring Plan. The committee should operate in accordance with all open meeting laws. The primary activities of this committee include:

- Develops and places advertising for the position
 - Recommended: RAILS and ILA
- Articulates a process for fairly reviewing all applicants (using a matrix or other instrument) and identifying those that will be invited to interview
- Conducts initial review of the applicants
- Schedules and conducts interviews
- Conducts reference checks
- Presents a recommended hire and approves with full Board

Advertising – Search Effort

The Search/Selection Committee creates and places ads and uses other means to reach out to find qualified applicants, in accordance with the Hiring Plan and within the budget set by the Board. Adequate time must be allowed for placing ads, which may require more than month's lead time.

Review of Applications

The process for reviewing applications should be set before the review begins. Every applicant should be subject to the same review process. The Search/Selection Committee must document this process and retain records of the review process.

Interviews and Selection

Applicants should be interviewed by the same group of people. Any specific processes or instruments used by the interviewers should be determined in advance. The Search/Selection Committee must document this process and retain records of the interview. The committee also checks references as part of the interview process. The committee's selection is actually a recommendation to the Board. Only the board or the governing municipality may make the appointment and that appointment should be made in a public meeting.

Trustees approve Appointment

The Search/Selection Committee reports on their recommendation(s) to the Board in a public meeting, answers questions and allows the board to pose questions before they deliberate and authorize an appointment to be made. At this time, the president will be identified to communicate and negotiate with the chosen applicant(s). An OFFER LETTER should conclude this process noting details of salary, benefits, and terms of employment. The board should arrange to introduce the new director to staff and community. This TIMELINE is a recommended outline; Library Boards may be subject to municipal hiring rules and labor laws.

Assistance for Public Library Boards

Joseph Filapek

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Deiters & Todd, Library Consultants

<https://www.deiterstodd.com/>

RESOURCES: <https://www.tsl.texas.gov/ldn/workshops/slm/successionplanning>

Hiring a New Library Director CHECK LIST

KEY GOALS & Activities for the new Director (What the board hopes to achieve with the new director; related to the Library's strategic plan; short, top priority list.)	
1.	
2.	
3.	
CHECKLIST	NOTES
<input type="checkbox"/> REVIEW/UPDATE Strategic Plan	
<input type="checkbox"/> Create HIRING PLAN:	
<input type="checkbox"/> <ul style="list-style-type: none"> • Update & approve JOB DESCRIPTION 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Establish SALARY RANGE 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Determine any PREFERENCES for hiring 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Set targets/deadlines & reporting expectations for Selection/Search Committee 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Appropriate funds for search Identify SELECTION/SEARCH Committee: 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Plan and place ads 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Set review process criteria for ranking candidates; interview questions (with approval of the full board) 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Information packet to share with candidates 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Review of applications; select & schedule interviews 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Interviews - retain documentation/notes 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Reference Checks – retain documentation/notes 	
<input type="checkbox"/> <ul style="list-style-type: none"> • Recommendation to the Board from Search/Selection Committee: public meeting 	
<input type="checkbox"/> Board negotiates terms with leading candidate(s)	
<input type="checkbox"/> Letter of appointment	
<input type="checkbox"/> Public announcement and introduction of the New Director to staff and community; provide orientation for the New Director	
<input type="checkbox"/> Advise candidates not selected of the decision.	