

Blake Memorial Library

Procedures of Library Operation during an extended absence of the Director

There are times when the Library Director may be on leave for a short or extended time. There are specific library operations that should continue at the direction of Library Trustees who may appoint a specific Trustee to oversee these responsibilities.

For a short leave of absence (up to one month):

1. Library is open during regular hours. This will require coordination with other library staff and/or volunteers and trustees.
2. Library materials will continue to be borrowed, returned and shelved. This requires staffing who understand how to use the electronic library catalog system.
3. Checking the library email and replying as needed.
4. Coordinating scheduling with volunteers.
5. Checking the email and giving bills to the Treasurer for payment.
6. Making sure that scheduled programs and events occur.
7. Work with the Library Assistant to ensure essential meetings are attended and required reporting is completed.

Should the leave of absence be extended beyond a month, then the Board of Trustees may decide to hire a temporary interim director who would follow the Interim Director job description.

Approved by the Board of Trustees: February 27, 2024