

## Director Transition Guidelines – FY 2024

*With the resignation, termination, or retirement of a library system director, the governing board of trustees is charged with the duty to recruit and hire a new system leader as indicated in state law. While recruitment is underway, the board must appoint a qualified interim director until a new director is on board. Failure to meet any of the below requirements puts a library system at risk of forfeiting all state funding and support.*

### **Library director search policies:**

-While the library director's salary is reimbursed fully or in part with state funds, the director is an employee of the library system and is supervised by the board of trustees. Therefore, the search for a new director is governed by the personnel policies of the library system. This policy should include details on how the search is conducted.

-Having a qualified library director in place is key to the success of a library system. The board is required to commence the search process for a new director no later than 30 days from the date of resignation/termination/retirement of the former director. If the library system is considering consolidation, the state librarian may approve a delay in the recruitment to consider all options.

-The board of trustees must appoint an interim director if a new director is not in place before the departure of the former director. An interim director must be a degreed librarian in accordance with state law. The interim director must be certified by the State Board of Librarians. An interim director serving more than 90 days must hold a current Georgia certification. If the interim director will serve fewer than 90 days, they may do so if certification is not current, provided that librarian certification in Georgia was held within the past 10 years.

-An interim director who is retired under the Teacher's Retirement System of Georgia may work 49% time while continuing to draw retirement benefits, and may work 100% time for 3 months in a calendar year. The interim director is responsible for contacting TRSGA to ensure compliance with their rules. The library system is responsible for negotiating and paying the interim director's salary and expenses. Salary and expenses for an interim director must be approved by the board of trustees and reflected in meeting minutes.

-An interim director may serve no longer than 180 days at a library system with other fulltime librarian professionals. If the system has no professional librarian employed other than the director, then an interim director may serve no longer than 90 days. Any system requiring an exemption to this requirement will need written approval from the Georgia State Librarian.

-The library system will continue to receive the salary grant for the director's salary. If all funds are not expended to fund the interim director, the remainder may be used as System Services Grant (SSG) until the new director is hired. State reimbursed salary expenditures for an interim director must be recorded and reported in line with current rules for all state reimbursed personnel grants.