

Brooks Memorial Library
Strategic Planning Committee
Minutes of Meeting of July 19, 2018
Local History Room, 4:30 p.m.

1. Meeting called to order at 4:35 p.m. by chair Jane Southworth Present were Pam Becker, Leo Schiff, Jane Southworth, , Jeanne Walsh, Lindsay Bellville, and Starr LaTronica. Elizabeth Tannenbaum. and Connie Bresnahan were absent.
 2. The agenda was not changed.
 3. No members of the public were present.
 4. Minutes of June 28, 2018 not changed.
 5. The Committee continues to discuss the Emergency Plan and related activities.
 - A. The most recent draft includes all committee edits to date. Judith Bellamy has agreed to help us and provide content and copy edits. The Committee hopes it can be done for \$300 (10 hours x \$30/hour). Jane will send an email to Judith asking her to estimate the number of hours necessary for her proposed editing process.
 - B. Jane brought up the idea of asking the staff who have not been to our meetings to tell us what their concerns are. It was decided that a good way to do this and, in addition, share our draft document to date, would be to send the draft Action Plan to staff and ask them to tell us their thoughts, concerns, and suggestions on it, to be discussed at a Staff meeting on August 15 beginning at 8:30 a.m. Comments/questions to be provided in writing to Starr by August 10. Members of the committee expressed concerns that this activity be productive and constructive. Jane will draft a memo to the staff for the Committee to review.
 - C. Jane referred to an article the committee should read (Amy Kautzman, “Active Shooter in the Library.” – Starr sent a digital link to Trustees.)
 - D. Starr noted that the phone system paging ability is working. Pages can be heard throughout the library, including stairwells. In the following discussion on the issue of communication about possible threats, Lindsay raised the issue of single staff members alone at night in the Children’s room. Using the page system can be too confrontational sometimes. We discussed the possibility of developing code-words indicating that additional staff were needed upstairs. For example, one might say “I need you to bring the purple folder upstairs now.”
 - E. Starr reported that Bill McSalis, the FBI consultant recommended by Connie, has been engaged to do a training on September 27 from 9-11 a.m.
 - F. Other training can be begun without the plan being complete, beginning possibly with Fire training with Len Howard of the BPD.
 6. Next meetings: August 15 with staff for comments on plan 8:30 a.m.. August 16 with committee, 4:30 p.m. in Local History Room, or other place as needed.
 7. Meeting adjourned at 5:30 p.m.
- J. Southworth, recording angel