

Brooks Memorial Library
Strategic Planning Committee
Minutes of Meeting of August 15, 2018
Meeting with Staff and Chief Bucossi and Captain Carignan
Meeting Room 8:30 a.m

1. Meeting called to order at 8:35 a.m. by chair Jane Southworth Present were Pam Becker, Jane Southworth, , Jeanne Walsh, , and Starr LaTronica. Elizabeth Tannenbaum. and Connie Bresnahan, and Howard Burrows. Staff were present as invited, as were Police Capt Mark Carignan and Fire Chief Mike Bucossi.
2. The agenda was not changed.
3. No members of the public were present.
4. Jane Southworth introduced the meeting, giving the reason for and history of this Emergency Plan. All present had had an opportunity to review the current Draft Plan.

A general discussion ensued with the following points being made.

- The AED (defibrillator) will be ordered. Fire department can do training
- Caller ID works on the phone, so we do not have to “stay on the line” for bomb threats. (This will be changed in Plan draft.)
- Drug paraphernalia has recently been found in library, with recent incidents experienced by staff. The issue of key controls for the bathrooms were discussed. It is important to note that the master key does not work in the bathrooms. This entailed a lot of discussion.
- Questions were raised about when to call local Central Dispatch and when to call 911. Capt. Carignan said that it is more efficient to call local dispatch in non-emergency situations, and that those involved should use their own instincts and best judgement. Staff wondered also about programming the phones with the various numbers.
- A staff member raised the possibility of hiring an off-duty officer or social worker to meet with staff weekly to advise them on issues involving our patrons.
- Staff raised issue of need for regular training and drills on all aspects of the plan, and were in agreement with the importance of training for responses with as little anxiety in them as possible. Capt. C. said that, in addition to formal trainings, people could (and should) do daily mental drills to build their mental readiness to respond sensibly in a situation.
- Staff pointed out need for regular fire drills in varying situations, as the number and location of staff changes.
- Staff raised the issue of first-aid kits- Chief Bucossi gave information about kits to stop bleeding. He will forward this information to Starr. (We hope to have enhanced kits in all the “safe” locations where people might be in a shooter emergency.
- The issue of clear communication and the need for agreed on clear phrases was raised by Therese Marcy. Capt. Carignan responded that it is important to be totally clear and to use plain English. Chief Bucossi agreed, saying that “Code Silver” and the like can be confusing. Much better to use specific words, not codes or euphemisms, such as “dead, gun, fire”. Capt. C. recommended saying “Could someone please come upstairs now” rather than using previously arranged Code.

- The previous discussion brought up the need to call 911 in such situations, and again Capt. C. said “go with your gut.”
 - The issue of Narcan use was brought up. While some questions have been raised about over use, staff believe that its use in saving lives is very important.
 - Trainings and Drills and Discussion in Staff meeting were requested. Starr asked for a staff committee to plan these to be formed.
 - Drills for evacuation were suggested.
5. Next meetings: August 30, committee to review this meeting and work on plan. Staff welcome.
4:30 p.m. in Local History Room, or other place as needed.
 6. Meeting adjourned at 10:00 a.m.
- J. Southworth, recording angel