

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

1. Meeting called to order at 4:35 p.m. by chair Jane Southworth Present were Jane Southworth, Starr LaTronica, Leo Schiff, Elizabeth Tannenbaum, Howard Burrows. Therese Marcy joined the group as staff training coordinator. Absent were: Pam Becker, Jeanne Walsh, Lindsay Bellville, Connie Bresnahan.
 2. No members of the public were present.
 3. Minutes of July 19, 2018 were not changed.
 4. The committee discussed items raised at the August 15 meeting with Staff, regarding the Emergency Plan:
 - a. The AED (defibrillator) may be acquired by donation from BMH. Starr is working on that. The Fire dept will still train staff on use, regardless of source of AED.
 - b. Caller ID noted as working, we will change in plan.
 - c. Drug paraphernalia continues to be found, this time outside library by trash area.
 - d. Question of when to call local Central Dispatch and when to call 911 raised by Therese. Leo said he thought it was a training issue to be talked through in “table top” exercises by staff.
 - e. Issues of training were discussed and noted by Therese.
 - f. Issue of First Aid Kits is being researched by Kathy. They will be enhanced and able to stop gun shot bleeding.
 - g. Issues of how to develop clear communication raised, Therese is working on scripts. We reminded ourselves that both Fire and Police people recommended clear and plain language and not to use code or euphemisms.
 - h. Narcan is on site. More training is needed. It was noted that the problem of a Medical Emergency /drug overdose should be included in plan, as well as administration of Narcan.
 5. The committee continued review and changes to the Emergency Plan template we are using to help create our emergency plan. The draft emergency actions template was reviewed. The semi-final version of the Response and Action Plan with edits from various sources will be forwarded to committee for review by September 6, 2018. Elizabeth Tannenbaum has provided some copy edits, and some suggestions by Judith Bellamy were noted. (Full editorial services too expensive.)
 6. The issue of Training was discussed. Therese Marcy is coordinating it. We mentioned trainings were needed for CPR, Unruly Patron, Narcan, AED, Fire. Leo noted that at his work, they had a “Safety Captain” list so that all staff know who is in charge each day, in case of emergency.
 7. Next meetings: Committee on September 13 at 4:30 in Local History Room, and Training with Bill McSalis on September 27, from 9-11.
 8. Other: Howard Burrows brought up a new issue. He wants the Committee to discuss the Library’s website as part of Strategic Planning. We await his specific words on the matter. This may be taken up at the October Board Meeting, and then decided.
 9. Meeting adjourned 6 p.m.
- J. Southworth recording angel.