

Brooks Memorial Library
Strategic Planning Committee
Minutes of Meeting of September 13, 2018
Local History Room, 4:30 p.m.

1. Meeting called to order at 4:37 p.m. by chair Jane Southworth Present were Jane Southworth, Starr LaTronica, Leo Schiff, Elizabeth Tannenbaum, Pam Becker, Jeanne Walsh, , Connie Bresnahan. Lindsay Bellville was absent
 2. No members of the public were present.
 3. Minutes of August 30, 2018 were not changed.
 4. The committee discussed the page developed for employees, currently titled “Emergency Procedures Employee Reminders.” Many suggestions were made, and it is hoped that we will have a completed “cheat sheet” for all staff by the end of October.
 5. The committee noted that the Response and Action Plans are in a state of near completion. Editorial actions will provide a finished draft which will be furnished to the appropriate officials for promulgation (Jenny Rowe, Starr LaTronica, and Peter Elwell.)
 6. Various comments made during editing the “cheat sheet” are as follows:
 - a. Staff will now take the lead with trainings on the plan.
 - b. Flashlights might be needed for power outages, in addition to cell phone lights.
 - c. Wind-up radios are a good idea for emergency notifications when power is out.
 - d. Jane will check with Chief Bucossi in regards to where staff should evacuate to if there is a Bomb threat.
 - e. Suggestion was made that instead of evacuating staff and unaccompanied children to Municipal Center, we should go to American Legion. Starr is checking on this possibility.
 - f. When we meet with Bill McSalis, we should ask whether, if running from an active shooter, staff should go to a destination for checkin, or just keep running. If the latter, how does staff check in with supervisors?
 7. Next meetings: Training with Bill McSalis on September 27, from 9-11. Committee on October 17 at 4:30 in the local history room.
 8. Other: Meeting adjourned 6 p.m.
- J. Southworth recording angel.