

Brooks Memorial Library
Strategic Planning Committee
Minutes of Meeting of April 26, 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, Jane Southworth, , Connie Bresnahan, Jeanne Walsh, Lindsay Bellville, and Starr LaTronica, and Leo Schiff. Elizabeth Tannenbaum was absent.
2. The agenda was changed as Starr needed to present information about drug related materials being found in a waste can. Police were called, materials given to them. Staff is now trained in utilizing NarCan. Materials related to it are on both floors of the library.
3. No members of the public were present.
4. Minutes of March 22, 2018 approved as presented.
5. The committee continued review and changes to the Emergency Plan template we are using to help create our emergency plan. Jane reported having met with Police Captain Mark Carignan.
The draft emergency actions template was reviewed and completed.
ACTION: During the meeting, a discussion of how to alert patrons about an emergency was held. **A public address system was discussed. Starr will look into acquiring one for the library.**
6. No new/other business was discussed.
7. Next meetings: May 17, and June 28, all 4:30 p.m. in Local History Room.
8. Meeting adjourned at 6 p.m.