

Trustees of the Rowley Public Library
Special Meeting –July 6 2020, 7:00PM - Rowley Library Community Room
Disaster Planning Subcommittee

Draft Minutes

Present: Kathleen Petrowicz, Melinda Patrick, Beth Enos, Pamela Jacobson

1. D-plan software review
 - a. Site is undergoing an upgrade.
 - b. Generally, it lists information to be collected and organizes and customizes a plan for the organization.
Action Item: Pam will reach out to Evan @ MBLC & try to find out more
Action Item: Pam will check if it can be accessed at all and share PW
2. In-house disaster kit overview
 - a. List of items with expiration dates are helpful
 - b. Should be checked on once a year
Action Item: Pam will add to trustees admin calendar
 - c. Pam shared that the staff has recently put together 'sick response' kits including everything a staff person would need to respond to a sick patron. One on adult side one on childrens' side.
3. Future needs
 - a. Pandemic planning
 - i Maybe this is part of the dplan site upgrade?
 - ii If not there are resources available to help update our plan to include pandemic response
 - b. Continuity of service
 - i Pam noted that when the library building was closed last March by the Board of Health, the staff managed to keep operations going but they were winging it, not following a plan.
 - ii There was a discussion about the library AED, staff CPR training, and the 3 person security rule.