MINUTES
The Chappaqua Library
Safety & Security Committee Meeting
March 13, 2023, 10:30am – 11:00am

Attendees:

<table>
<thead>
<tr>
<th>Library Board of Trustees</th>
<th>Library Staff</th>
<th>Invited Guests</th>
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<tbody>
<tr>
<td>Jennifer Fahey, President*</td>
<td>Bob Conrad, Director</td>
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<td>Liz Haymson, Member at Large - unavailable</td>
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*Videoconference

I. Stratagem Video Cameras and Access Control and Fire & Burglary

1. Written Contracts: Dean sent proposals for signature last week, JF sent to RC for acceptance, signature
   - Need RC to verify all particulars and then
   - Send to BSK for review, then
   - Sign and return to Stratagem
   - Dean says can’t order parts until received
   - (Note: JF has consistently requested a draft contract for legal review)
   - Asked RC to ensure we have a contract for Burglary & Fire also

2. Access Control internal doors: RC to confirm list
   1. boiler room, (only door?)
   2&3. 2 addtl doors to equipment areas (only doors?)
   4. Staff area door from Main Library (1 of 3 entry doors)
   5. Reference Office door from Main Library (only non-exterior door)
   6. Teen Area Office from Main Library (1 of 2 doors)
   7. Children’s Area?
      - RC: Chose not to secure staff only area (too many doors and safer to exit building?)

II. Active Shooter Training
   - Hasn’t been held yet – Need to schedule, RC will evaluate
   - History:
     - July or August 2022: Joan Kuhn discussed active shooter training with the New Castle Police department
o 6/2022 Promised staff active shooter drill; Board later agreed to hold once new Director is installed (prior to 3/31/2023)
o Need to ensure staff don’t crack doors (eg, Reference Area)

III. First Aid/CPR Training:
- First Aid/CPR training for staff from Chappaqua EMT or Library training resources – never scheduled? – **Need to schedule, RC will evaluate**
- History:
  o Martha was trying to schedule, BoT suggested making available to public with certification (useful for babysitters, nannies, parents, caregivers)
  o Year? Joan Kuhn and M Alcott underwent Stop the Bleed training from Chappaqua EMT

IV. Install portable AED / defibrillator?
- Bob had in Batavia, have to check them regularly (custodial staff?), replace batteries
- Approx $2,500
- **Discuss with BoT**

V. Inventory Narcan?
- Training required
- WL: Protection under Good Samaritan law
- RC: Reaction can be strong, violent; police across the street, **does not support**

**Next Meeting:** 4/10/2023 10:30am

Action Items/To Dos in **red**
Red = To Do, Next Steps