

## **Meeting Notes**

COSTEP-CT met May 21, 2013, at the State Library's Van Block Facility, Hartford, CT

Present:

Paul Baran, Conn. State Library (CSL)  
Kathy Craughwell-Varda, Conservation  
ConneCTion

Jane Cullinane, CSL  
Rob Novak, consultant with historical  
organizations

Note taker: Jane.

### **COSTEP ORGANIZATION PLAN**

Ashley is the new person in charge of our Peer Advisor Network (PAN) grant application to the Connecticut Commission on Culture and Tourism. She is working to find an advisor for us.

### **MAY DAY AND PRESERVATION WEEK**

One person told Kathy Craughwell-Varda that she filled out COSTEP-CT's version of the Pocket Response Plan (PreP) for her organization in response to the Kathy's May Day reminder. Jane Cullinane forwarded Kathy's email to the library listserv and had some positive responses. Our PreP can be found as a link at [http://costep.cslib.org/?page\\_id=34](http://costep.cslib.org/?page_id=34).

### **WORKSHOPS**

Kathy was asked to send her slide show to one of the participants at the workshop at the Connecticut Library Association annual conference in April 2013 on the importance of having a disaster plan.

### **COSTEP-CT TIP SHEETS**

Jane sent the revised Working with FEMA tip sheet via email and got suggestions from Rob Novak and Lori Foley of Heritage Preservation. More revisions were suggested at the meeting with the intent to simplify it further. She'll send via email for another review.

### **HEALTH AND SAFETY PLANS**

Jane shared an outline of the State Library's Health and Safety Plan, the draft of a proposed policy that the State Library is crafting for public libraries, and the plan created by Rob Novak for the Derby Historical Society in 2004. We discussed how to communicate with staff during an emergency such as a tornado watch. Kathy knows of an institution that will send text messages to alert the staff in the event of a health and safety emergency.

### **NEXT MEETINGS**

June 25, 10:00, at the State Library's Van Block Facility  
Sept. 17, 10:00, at Van Block

If any business needs to be conducted during the summer hiatus, we will communicate by email.

Reminder of the bad weather meeting cancellation policy: If school is canceled in the town where the meeting will be held, then the meeting is canceled. If school is delayed, then the meeting will be held as originally scheduled.