

Meeting Notes

COSTEP-CT met Apr. 16, 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
Dawn LaValle, CSL

Rob Novak, consultant with historical organizations
Betsy Pittman, Univ. of Conn. (UConn)
Liz Shapiro, Conn. League of History Organizations (CLHO)
Bill Sullivan, CSL

Note taker: Jane.

COSTEP ORGANIZATION PLAN

Liz Hucker, who is in charge of our Peer Advisor Network (PAN) grant application to the Connecticut Commission on Culture and Tourism, has questions about our 501(c)(3) tax exempt status. Kathy Craughwell-Varda will relay our feeling that we don't need that status at this time. Perhaps the advisor we get through the PAN grant will help us see this as a future goal.

MAY DAY AND PRESERVATION WEEK

May Day is when emergency preparedness efforts are promoted and has been a Conservation ConneCtion project for the last two years, with a flyer and press release. This year, Kathy plans to email COSTEP-CT's version of the Pocket Response Plan (PreP) with some Connecticut information already filled in. This can be found as a link at http://costep.cslib.org/?page_id=34. Kathy will share her email with us to re-distribute.

Betsy Pittman said that Preservation Week is in April and Fire Prevention Month, along with Archives Month is October, but academic institutions are in full swing for finals during April and October. She feels that an email with an attachment is the best way to reach them at this busy time.

WORKSHOPS

Jane Cullinane and Kathy worked out their plan to give a joint workshop at the Connecticut Library Association annual conference in April 2013 in Cromwell on the importance of having a disaster plan. Jane will present a disaster scenario and Kathy will give her slide show.

WEATHER ALERTS AND COSTEP-CT TIP SHEETS

Kathy, Jane and Lizette Pelletier met on Mar. 26th to make a template for sending email alerts when bad weather is predicted. We feel such alerts should not go out all the time but only for extraordinary storms such as a hurricane or blizzard. We want to keep it short and use links to connect our readers to the COSTEP-CT website for tips on preparedness and recovery. We identified 5 areas that need a Tip Sheet and assigned them to the following authors:

Know the Risks (Mitigate) – Lizette
Be Prepared – Kathy
Respond – Kathy and Rob Novak
Recover – Jane and Rob
Working with FEMA – Jane and Rob

Jane shared the first draft of the Working with FEMA tip sheet, took some suggestions and will share the revision at our next meeting. Perhaps we could offer some training on this topic for one of the CLHO six-location discussion group series.

The library listserv had a question about handling bombs, shooting and other non-collection emergencies. Jane will share the summary of State Library's Emergency Procedures for such things. Rob wrote a policy when he was at the Derby Historical Society and mentioned low-tech solutions that would help, such as a magnetic strip to lock a safe room.

Libraries are asking for training, not just a link to a website. Jane, Rob and Dawn LaValle will work on this idea. We'll continue this discussion at our next meeting.

NEXT MEETINGS

May 21, 10:00, at the State Library's Van Block Facility

Reminder of the bad weather meeting cancelation 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.