



195 South Greeley Avenue, Chappaqua, NY 10514
 www.chappaqualibrary.org, 914-238-4779

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

Attendees:

Library Board of Trustees	Library Staff	Invited Guests
Jennifer Fahey, President*	Bob Conrad, Director	
Liz Haymson, Member at Large - <i>unavailable</i>		

*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 cant 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

- 6/2022 Promised staff active shooter drill; Board later agreed to hold once new Director is installed (prior to 3/31/2023)
- 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:
 - Martha was trying to schedule, BoT suggested making available to public with certification (useful for babysitters, nannies, parents, caregivers)
 - 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