

## **Meeting Notes**

COSTEP-CT : met Aug. 22, 2012, at the State Library's Van Block Facility

Present: Kathy Craughwell-Varda, Conservation ConneCTion; Jane Cullinane, Conn. State Library (CSL); Mark Jones, CSL; Tara Kennedy, Yale Univ.; Rob Novak, Consultant; Lizette Pelletier, CSL; Ryan Potosnak, FEMA

Note taker: Jane.

Guest: Jackie Prast, Belfor Property Restoration

### **FLASH FLOODS IN NEW HAVEN**

Tara Kennedy is dealing with flash floods that occurred in multiple libraries at Yale University on Aug. 10<sup>th</sup> when extremely heavy rain came just at high tide, overwhelming the city storm drain and sewer system. Belfor is helping with dehumidifiers, dry-wall replacement and freeze drying.

There was a flood at Southern Connecticut State University's Buley Library as well.

### **BELFOR PROPERTY RESTORATION**

Belfor is one of the three vendors on the state contract for Emergency Response and Recovery Services for Records and Collections. The contract offers non-profits a way to know what companies are qualified and vetted. Because of the contract, Connecticut institutions are now "preferred" customers. Jackie Prast, who is an Account Manager at Belfor Property Restoration's office in Wallingford, attended the meeting to provide information on its services.

The committee agreed that COSTEP-CT will have to promote the state emergency response and recovery services contract [http://www.biznet.ct.gov/SCP\\_Search/ContractDetail.aspx?ID=10648](http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=10648) to ensure that the vendors we have vetted are known to the libraries, historical societies, museums and the rest of the cultural heritage community. This will help inform Boards of Directors who might otherwise be inclined to hire a company which may be more well-known locally, but which might lack the qualifications or experience for dealing with books, records and collections.

Jackie is willing to participate in our workshops. She also offered to give a tour of the Wallingford office to the 19 libraries and museums participating in the latest round of Conservation ConneCTion disaster planning workshops and she invited COSTEP-CT for a tour in October.

Belfor has the "Red Alert" program for its preferred customers with a free Basic Plan and a fee-based Premium Plan, whose members get higher priority in the event of a regional disaster. The normal cost for the Premium Plan is \$10,000 per year per institution. But Belfor is offering all Connecticut institutions the chance to share the cost of one \$10,000 payment and become Premium Plan members for three years. Kathy Craughwell-Varda will present this offer to Ken Wiggin, the State Librarian.

Belfor's Pennsylvania facility does most of the freeze-drying and treatment of books and paper. In addition, Belfor has a New York office for fine art restoration, and can take on building clean-up, reconstruction and mold remediation. Jackie departed the meeting at this point in the meeting.

### **UPDATES**

The five mutual aid meetings had 82 participants whose evaluations showed they felt the meetings were excellent. Because of these meetings, additional sites have become participants in the new Conservation ConneCTion disaster planning workshop series.

The Archives Month poster, with its fire prevention awareness theme, will be mailed in September. The goal was to distribute copies to fire houses across the state. Lizette's attempts to contact someone at the state Fire Academy were unsuccessful. Rob Novak was able to assist with the contact information for fire chiefs and fire marshals. This wraps up the activities funded by the National Historical Publications and Records Commission (NHPRC) State and National Partnership (SNAP) grant for FY12.

The SNAP grant for FY13 will provide workshops on archival processing and a visiting archivist to go to participants' sites. The budget situation in Washington has had a negative impact on the availability of funds from the National Historic Publications and Records Commission and the grant was not fully funded. The pre-workshop symposium has been eliminated.

The May Day brochure encouraged libraries, historical societies and museums to invite the fire dept. to their facilities for a look at the collections, not just the public safety aspect of the buildings. Kathy has had feedback from museums that had the fire dept. out and were pleased with the connections that were made that day.

Jane Cullinane and Lizette Pelletier, along with Priscilla Colwell of the Putnam Public Library, spoke about COSTEP-CT and the state contract at a workshop at the Connecticut Library Association in May. During the exchange of ideas, one librarian said he had organized a well-attended program on "How to Survive a Zombie Attack" that brought in a different audience than had other Hurricane preparedness programs for the public.

The grant for conducting the Intergovernmental Preparedness for Essential Records (IPER) has ended, but the state library intends to offer the two all-day workshops annually, with the Essential Records program offered in the spring and the Records Emergency Preparedness and Response workshop in the fall. This will tie into the revision schedule for local and state Continuity of Operations Plans.

#### **COSTEP-CT ORGANIZATIONAL STRUCTURE**

We discussed the need to look at creating a formal framework, with bylaws and appointed officers, to ensure that COSTEP-CT has continuity beyond the enthusiasm and work of the regular members currently on the steering committee.

Kathy felt that COSTEP-CT needs a facilitator to help us through this process. She will email Ken Wiggin about this. Perhaps one of the COSTEP-CT partners could get a Peer-to-Peer grant to pay a facilitator. Tara said Tom Clareson had been an excellent facilitator for a project at Yale.

Jane thought we need a formal process whereby certain key organizations promise to appoint a representative to be on the steering committee.

#### **NEXT MEETING**

Sept. 12, 2012, State Library's Van Block Facility

Possible agenda items:

What the group is trying to accomplish

What the state Dept. of Emergency Management and Homeland Security does (applicant briefings, etc.)

What we can do for DEMHS

October, possibly at Belfor in Wallingford, the date will be announced