



February 1, 2024

7:00 pm

Committee Members: Maria McMunn, Mat Cantore, Jason DiGianni, Steve Meyer,
Russ Wise

Staff: Alex Gutelius

1. Review Notes from last meeting
2. Decide on most useful version of Risk Register
3. Determine impact and likelihood to crisis situations
4. Consider mitigation activities



Attendees

Mat Cantore, Jason DiGianni, Maria McMunn, Steve Meyer
Alex Gutelius, Lou Ann Stewart

Absent: Russ Wise

Notes

- Reviewed Toolkit handout focusing on:
 - Process map
 - Supply Chain Risk Perspectives
 - Risk Register
- Reviewed the www.knowledge-swami.com Risk Management graphic focusing on the Risk Management Process section. We should use it as our guide.
- Need to develop a handbook/playbook that is more than scripts to follow in a crisis. Should include who to inform and points to address.
- Reviewed crisis scenarios identified by supervisors

Crisis Scenarios

1. Death of patron at the Library
2. Death of Library employee
3. Death of Library administrator
4. Public health crisis/emergency
5. An act of violence occurs at the Library
6. An accident occurs at the Library
7. Inappropriate action by someone
8. Terrorist/criminal attack
9. Cyber attack/data breach
10. Protest
11. Hostage situation
12. Challenges to Library policies or actions
13. Negative media
14. Building closure
15. Building closure due to damage
16. Reputational attack
17. Interruption of operations by failure of third party
18. Financial crisis
19. Internal criminal activities
20. Staffing crisis
21. Board crisis

Follow-up

- Steve will create a Risk Register using the crisis scenarios identified.
- Maria will create a “Circle of Risk.”
- Once the Risk Register is complete, Alex and Lou Ann will circulate to staff for comments.
- Consider pre-identifying an outside PR firm to have on retainer.

Next Meeting

- Assign impact and likelihood to crisis situations.
- Consider mitigation activities.