

**ACRL/RBMS Security Committee
ALA Pre-Midwinter Virtual Meeting**

Draft Meeting Agenda

- I. Welcome and introductions
- II. Selection of Recorder
- III. Approval of the minutes from the ALA Annual Meeting in Washington, D.C. on Saturday, June 22, 2019, from 4:00-5:30 p.m.
- IV. Chairs' Report / Updates on Ongoing Projects and Initiatives
 - A. Committee website updates
 1. Revisions to the website suggested by the committee during the fall of 2018 were reviewed and approved at ALA Annual. These revisions will remove much outdated or redundant material from the site. Past co-chair Michael volunteered to collate the edits and pass them along to the committee's web editor, Carly Sentieri. Check in on this.
 2. Check in on conference proposal for 2020 RBMS Conference in Bloomington, IN
 3. Incidents of Theft report; call for volunteer to take over Theft Report blog.
- V. New Business
 - A. Updating the Security Tool for Security Practices in Special Collections
 1. Nicholas volunteered to check for alignment between newly updated Security Guidelines and the Audit Tool.
 - B. Additional committee website editing
 - C. Brainstorming for other future programming initiatives
 1. Potential for partnering with the International Foundation for Cultural Property Protection, which offers programming and training.
 - D. Discussion of the next revision of the ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections
 1. For its next iteration, past chairs Sara and Michael had suggested that the guidelines be entirely rewritten. There are several important topics not covered in the most recent revision, including collections movement and offsite storage, maintaining security during facilities renovations or construction, working with outside contractors, working with facilities staff, donors and special events, working with insurance providers and risk management, exhibitions, the acquisitions process, etc. Suggestions related to future revision included distributing a survey prior to holding a participatory session, modifying the tone of the guidelines, and building a tool that might help institutions create and review their own security policies.
 - E. State laws list needs to be reviewed and updated by the next meeting
- VI. Adjournment