

**Duvall Library Advisory Board
Meeting Minutes -- APPROVED**



Date:	March 4, 2019	Location:	Duvall Community Room
Call to Order:	6:08	Adjourned:	7:00
Present:	Amanda Lowell, Vivienne McClendon, MeeLin Nakata, Julia Ruud		
KCLS Rep:	Denise Bugallo		
Guest(s):	none		

Addition/Corrections to the Agenda

- none

Adoption of Agenda

- Vivienne motioned to accept the agenda. Julia seconded. Board voted aye.

New Business

- **KCLS update:** Denise Bugallo
 - **Action:** Denise to send PDF of the KCLS update, which will be submitted with minutes to the City Council and Mayor.
- **2019 goals and action plan (All)**
 - Board concluded discussion on when to start work on a strategic plan for 2019.
 - Amanda motioned to wait until position #2 is filled then – with a full board in place – the board will develop an action plan for the remainder of the year, which will include creating a 2020 action plan. Julia seconded. Board voted aye.
- **Trello overview and how it can help guide a more action-oriented board (Amanda)**
 - Amanda briefed board on Trello and how board can use it to track tasks. To be discussed more in depth at a future meeting.
- **Update on Duvall library web pages (Denise and Amanda)**
 - Ran out of time and will discuss at a future meeting
- **Rotary club presentation (MeeLin and Denise)**
 - Denise met Rotary Club members at the meeting and provided a 5 min introduction of her role @ KCLS; she plans to attend a few of the upcoming meetings and report out on intersection points of interest between Rotary and KCLS, such as programs for small businesses.
 - As there are costs associated with Rotary and Chamber of Commerce memberships, board members confirmed previous decision not to join either organizations.
- **Potential guest for a future meeting:** Jebarco Arnold, who oversees the diversity/inclusion/global excellence work at the Northshore YMCA, to discuss Black History Month programming
 - **Action:** Amanda to follow up and schedule.
- **Board interviews:**
 - Board interviewed Wendy Maimone for open position #2 and Charlie Niezgocki for open youth position.
 - Board unanimously agreed to recommend Charlie Niezgocki -- to the City Council and Mayor -- for the youth position on the board.
 - As David Grant applied to be a board member in May 15, 2018 but the board did not receive his application until March 4, board agreed to interview him also for open position #2.
 - **Action:** MeeLin to call David and find out if he's still interested; if so, MeeLin to schedule time for board interview for the week of March 11.
 - MeeLin motioned for board to vote on best candidates for position #2 immediately after board interview with David Grant. Amanda seconded. All board members voted aye.

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- Amanda recommended adding the following as upcoming agenda items:
 - Board orientation session, after the City Council and Mayor appoints candidates to position #2 and youth position. Board agreed.
 - Adding a round robin for each board member asking each member to report to the board anything they accomplished to benefit the board/KCLS in the past month. Board agreed.
 - Adding a report out for each board member on what they've learned through their community events/meetings. Board agreed.

Important Dates:

- Next Library Board meeting is on April 1st, 2019 @ 6 pm at Duvall Library Community Room.