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.
Amanda recommended adding the following as upcoming agenda items:
  o Board orientation session, after the City Council and Mayor appoints candidates to position #2 and youth position. Board agreed.
  o 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.
  o 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.