

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



Date:	April 22, 2019	Location:	Duvall Community Room
Call to Order:	6:04 pm	Adjourned:	7:04 pm
Present:	Wendy Maimone, Meelin Nakata, Charlie Niezgocki, Julia Ruud		
KCLS Rep:	Ronni Brown		
Absent:	Amanda Lowell (excused)		

Call to Order

Addition/Corrections/Amendments to the Agenda

Adoption of Agenda

New Business

- Welcome new board members and onboarding (business cards, name tags, sharepoint, email)
- KCLS update
 - Duvall Days: Julia can participate in parade. Wendy is a possibility.
 - **Action item:** Wendy to reach out to Kirsten Edwards, who is coordinating KCLS's participation in the parade, and will share info with board regarding parking, where to meet, what the library will be doing
 - The StartUp 425 Foundation is offering classes on
 - **Action Item:** Denise to find out more about the StartUp 425 foundation and its plan relative to library giving
 - Next report will be about summer reading, summer meals (including details about PowerPacks and KCLS's partnership with carnation farms for fresh produce)
 - **Action Item:** Denise to check with Mary Comstock regarding if/how other organizations or local community can donate to summer meals
- Update on Duvall library web pages and Trello (next meeting)
 - Board discussed using Trello in earnest after next board meeting
 - Action item: Amanda to send board members invitation to Trello board along with suggested best practices
- Round robins on board member activities since last month: What was accomplished to benefit the board/KCLS?
What was learned through community events/meetings
 - Meelin continued to promote library events, programs and resources at community group meetings and individually with citizens; proposed reviving the listening tour to get updates from Hopelink, Acres of Diamonds, Friends of Youth, and other community organizations
 - **Action Item:** Meelin to add Listening Tour v2 on next meeting's agenda
 - Wendy suggested the board work more closely with schools and promote library events within community
 - **Action item:** Wendy to reach out to Kirsten Edwards, teen librarian, for an update on Duvall library's outreach to all schools (elementary, middle and high schools)
 - Board discussed how it previously worked with Chamber of Commerce to include KCLS info in its welcome bags
 - **Action Item:** Julia will find out if they can waive fee for library and other non-profits and investigate how we can participate again
 - Julia proposed that the board coordinate a resume writing workshop for low income people and seniors as she has a friend who can be a resource to present
 - **Action Item:** Julia to connect with Kathleen, adult services librarian, Hopelink and SnoValley Senior Center to determine interest and how to partner to organize workshop
 - Charlie, who is part of the Cedarcrest Thespian society, is interested in working with library to organize a dramatic reading for kids
 - **Action Item:** Charlie to follow up with Kirsten on interest and guidance on how to proceed

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- Bylaws, roles and responsibilities:
 - Board discussed the need to define key roles and responsibilities, especially secretary role
 - **Action item:** MeeLin to draft up roles for secretary and member for board to review and approve
 - Discussion on which board member would like to take on secretary role is postponed until the roles/responsibilities documents are approved
 - Board agreed to postpone defining bylaws until the City of Duvall has finalized its bylaws templates
 - **Action Item:** MeeLin to follow up with City Clerk to determine when the bylaw template would be finalized
- Upcoming events:
 - June: proposed board orientation and Duvall Days
 - July and Oct 2019 and Jan and Apr 2020: Quarterly City Council updates
 - TBD: Listening Tour v2

Important Dates:

- Next Library Board meeting is on June 19, 2019 @ 6 pm at Duvall Library Community Room or the Rose Room, depending on availability
 - **Action Item:** Denise to determine availability of library community room; if not available, MeeLin to reserve and pick up key to Rose Room