

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



Date: June 19, 2019 **Location:** Duvall Community Room
Call to Order: 6:00 pm **Adjourned:** 7:30 pm
Present: Amanda Lowell, Wendy Maimone, MeeLin Nakata, Julia Ruud
Absent: Aydian (formerly Charlie) Niezgocki
KCLS Rep: Denise Bugallo
Guest(s): Ernest Snook

Call to Order

Addition/Corrections to the Agenda

- Addition: volunteer for board secretary

New Business

- Open board position #5:
 - The board received 1 application for this position and interviewed candidate: Ernest Snook
- KCLS update:
 - Exciting upcoming programs for all ages, including glass painting.
 - Summer meals will be available in Duvall from July 2-Aug. 27 and Power Packs will begin on June 25-Aug 30
- Round robins on board member activities since last month: What was accomplished to benefit the board/KCLS? What was learned through community events/meetings
 - Wendy
 - Focusing involvement on moms groups, including Free Mom Hugs, and PRIDE events
 - Evangelized story time and other library events to pre-school and toddler groups
 - Suggested several ideas that board may want to work on:
 - Recruit volunteers from various industries to do informational interviews with HS seniors
 - **Action Item:** board to determine its role and actions at next meeting; MeeLin to add to agenda
 - Use KCLS website to provide resources on important social issues such as suicidal ideation (how to assess for children), domestic violence, opioid and meth epidemics
 - **Action Items:**
 - Denise to brief board on what KCLS is currently doing at next meeting
 - Board to determine its role, partners (e.g. Friends of Youth and SnoValley Senior Center, which has a grant to address drug epidemic); MeeLin to add to agenda
 - Wendy to send a list of recommended books by topic and other mental health resources to Denise to post on Duvall website
 - Amanda: Evangelized library programs on social media
 - Julia: Marched with the KCLS group in Duvall Days parade, which was positively welcomed by attendees
 - MeeLin
 - Learned about new distribution method for PowerPacks so kids won't feel awkward taking them. PowerPacks will be available near the door in plain grocery bags so kids can discreetly take as they exit
 - Met with Holy Innocents Pantry, Women in Farm Systems and local gleaning groups to learn more about best practices for addressing food insecurity and distributing food to those who need it
- Trello demonstration: Amanda provided an overview of Trello and board discussed how to use it effectively to manage action items, projects and agenda items.
 - **Action items:**
 - Amanda to invite all board members to the Duvall Library Advisory Board Trello board she created
 - All board members to explore Trello and add cards
 - Add agenda item to July 1 board meeting: discuss open Trello items and assign owners/deadlines
 - Use Trello to run July 1 meeting

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- Quarterly City Council updates (July, Oct, Jan, April): board had a brief discussion and agreed to discuss in more detail at next meeting.
- Board secretary
 - MeeLin expressed the need to fill the board secretary role as it's not sustainable for her as board chair to run meetings and take minutes
 - MeeLin distributed a summary of the role and responsibilities, and board agreed it summarized the role
 - Wendy Maimone volunteered to be secretary - with much thanks from MeeLin and rest of the board
 - **Action item:** MeeLin to send Wendy links to Sharepoint site where templates, agendas and minutes are saved
- Listening Tour v2: deferred to next meeting
- Discuss and vote on board candidate:
 - MeeLin followed up with David Grant to determine his interest in position #5, but there was no response
 - The board unanimously approved recommending Ernest Snook to position #5
 - **Action item:** MeeLin to submit recommendation to Mayor Ockerlander by June 26
- Review and approval of April 22 minutes
 - **Action item:** board members to review and approve at next meeting

Additional Action Items/Deadlines:

- Youth board position: MeeLin to email youth board member to ask if he would like to be reappointed for the June 1, 2019-May 31, 2020 term and if he wishes to change his listing in the city directory to reflect his new legal name

Important Dates:

- Next Library Board meeting is on July 1 @ 6 pm, at Duvall Library Community Room

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