

## MEETING NOTES KCLS BOTHELL ADVISORY BOARD

MARCH 14, 2019

- I. Welcome, Greetings, Review Agenda— Introduction of guest speakers: Laura Hathaway, City Clerk, Robin Schaefer, Deputy City Clerk and Lisa Rossiter Information Services.
- II. Minutes Review/Approval—  
Minutes for January 10 meeting were approved as presented. All  
Protocol to notify that Advisory Library Board meeting will be cancel was agreed as follows:
  - A. Board Members will email, call or txt to Laura Escude, ALB Chair if they are not able to attend before or by Thursday at Noon . The chair will assess quorum.
  - B. **If there is not quorum**, Laura Escude, or current Chair will notify Pauline (KCLS Library) and City of Bothell Clerk or Deputy Clerk to post the cancellation on website or post Cancellation sign at the Bothell KCLS meeting room door.
- III. Celebration of Sallie’s contributions to the Bothell Advisory Board—
- IV. City of Bothell presented Email Phishing Training by Lisa Rossiter, IS Systems Supervisor  
Tools and tips were discussed on how to prevent email scan infections while Library Board members are sign to City of Bothell email server.
- V. Meeting Management—Laura Hathaway, City Clerk (COB) Agenda submittal for COB website posting.  
The City clerk provided suggestion about agenda submittal and formatting
- VI. KCLS Bothell Board Book Read Update—Bill Root  
  
Bill created a KCLS “bookread” web page so library board members post suggested books titles.
- VII. Public Engagement and Library Updates—Pauline Warden
  - A. Pauline will create a Bookmark/web page summarizing KCLS upcoming events and programs
  - B. Pauline summarized different upcoming programs at Bothell KCLS such as DIY/repair event on 3/16 at the Bothell library.
- VIII. Discussion details for some of the Advisory Board member to visit KCLS Library HUB at the Preston Facilities on March 20, 10:00 AM
- IX. The Board presented a motion and approved to move the April 11, 2019 meeting to April 18, 2019 to attend the KCLS Advisory Board Forum instead.
- X. Adjourn