Docusign Envelope ID: A8F36D9F-3359-4A59-B800-B7028DB83F30

MINUTES

Richland Public Library Board
Library Conference Room A – 955 Northgate Drive
March 11, 2025, 5:30 – 6:30 PM

Richland Public Library Regular Board Meeting – 5:30 p.m.

Chair Buxton called the meeting to order at approximately 5:32 p.m.

Attendance

Chair Buxton, Vice-Chair Hernandez, and Board Member Lightner were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Christian and Adult Services Librarian Lightfoot.

Board Members Isakson and Pickel was absent.

Approval of Agenda

1. **VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 3-0.**

Approval of Minutes

2. **Chair Buxton asked for a motion to approve the minutes of the February 11, 2025 Library Board Meeting and February 25, 2025 Library Board Special Workshop Meeting Mintes. Vice-Chair Hernandez moved and Board Member Lightner seconded the motion to approve the minutes of February 11, 2025 and February 25, 2025 as is. The motion carried 3-0.**

Richland Public Library Updates

3. Richland Public Library Staff Updates

Adult Services Librarian Gavin Lightfoot discussed programs that he has been offering the adult population. He is currently trying to get more attendance at his Game Time Fridays. This program is for seniors who are in the beginning stages of Alzheimer's, and board games are available for them and others to play together. Gavin discussed projects and ideas that he hopes to accomplish this year.

4. March 2025 Library Manager’s Report

Docusign Envelope ID: A8F36D9F-3359-4A59-B800-B7028DB83F30

The bidding process is moving forward, and construction will hopefully begin soon with the outdoor space. Library Manager Nulph also shared library updates, programming highlights, and statistics from the month of February regarding library services.

Approval of Bills

5. **BOARD MEMBER LIGHTNER MOVED AND VICE-CHAIR HERNANDEZ SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MARCH 2025 IN THE AMOUNT OF $149,942.22. THE MOTION CARRIED 3- 0.**

New Business

6. February 25, 2025 Three Boards Special Workshop Meeting Discussion

Board Members discussed the February 25, 2025 Three Boards Special Workshop Meeting. Library Manager Nulph was provided a summary of what was discussed at the meeting from the Washington State Library, which Board Members will use to decide their next steps when working with the Friends' of the Richland Public Library and the Richland Public Library Foundation.

7. Richland Public Library Board Annual Report to City Council

Board Members reviewed the rough draft of the Library Board's Annual Report to City Council. Feedback was provided and necessary changes will be made by staff.

Agenda Items for Upcoming Board Meeting

8. Richland Public Library Board Annual Report to City Council
9. Parks and Recreation Survey Questions
10. Appoint Liaison from Library Board to Friends and Foundation.

Adjournment

Chair Buxton adjourned the meeting at 7:20 P.M.

APPROVED: ATTEST:

Karen A. Buxton Kylie Christian

Karen Buxton, Library Board Chair Kylie Christian, Administrative Assistant

DATE APPROVED: April 8, 2025

DATE PUBLISHED: April 10, 2025