



## **MINUTES**

**Richland Public Library Board  
Library Conference Room A – 955 Northgate Drive  
April 8, 2025, 5:30 – 6:30 PM**

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

Chair Buxton called the meeting to order at approximately 5:30 p.m.

#### **Attendance**

Chair Buxton, Vice-Chair Hernandez, Board Members Isakson, Lightner, and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Library Supervisor Barnaby, and Administrative Assistant Christian.

Board Member Isakson left the meeting at 6:05pm.

#### **Approval of Agenda**

- 1. VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER ISAKSON SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 5-0.**

#### **Approval of Minutes**

- 2. CHAIR BUXTON ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE MARCH 11, 2025 MEETING. BOARD MEMBER LIGHTNER MOVED AND VICE-CHAIR HERNANDEZ SECONDED THE MOTION TO APPROVE THE MINUTES OF MARCH 11, 2025 AS IS. THE MOTION CARRIED 5-0.**

#### **Richland Public Library Updates**

- 3. Richland Public Library Staff Update**

Library Supervisor Theresa Barnaby shared about the new foreign language collection of Spanish fiction and non-fiction. Spanish is the second used language in Richland. She also shared about the new outdoor collection, which consists of pickleball paddles, croque, and other outdoor games.

WDLC IMLS LSTA – WA state lost \$3.9 million in funding. This won't affect RPL as much as smaller rural libraries, since RPL doesn't rely on grant funding.

Monthly Hoopla usage has continued to go down due to removing different options from the database. Hoopla is a pay to play database and charges per checkout. This will continue to be monitored. Staff continues to monitor materials available on Libby and Overdrive and if an item is available on one of those platforms, it can be removed from Hoopla.

#### 4. Library Manager's Report

The outdoor space project is moving forward and was approved at the last Council meeting.

Library Manager Nulph discussed what is happening with the IMLS and State Library. The brunt of this falls on the state library and smaller rural libraries. Richland doesn't rely on grants to operate; library operations will not be affected.

Lobby furniture has been ordered and expected to arrive late May. This will replace the tables and chairs along with the benches in the lobby.

Friends of the Library is ready to start selling merchandise on their internet page. Their agreement will need to be amended to use the library's logo. The Friends expect to start selling merchandize in the next few weeks.

#### Approval of Bills

5. **VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR APRIL 2025 IN THE AMOUNT OF \$121,747.34. THE MOTION CARRIED 4-0.**

#### Unfinished Business

6. Richland Public Library Annual Report to City Council

#### New Business

7. City of Richland Parks and Recreation Community Survey

City of Richland Parks and Recreation is creating a community survey, the library has been asked to come up with three to five questions to ask in the survey regarding library services. Board Members discussed possible questions for this survey. Questions need to be submitted by June.

8. Appoint a Liaison from the Richland Public Library Board to the Friend's of the Richland Public Library and the Richland Public Library Foundation

At the last Three Boards Meeting in February, it was decided that the Board would appoint a liaison to the two boards that support the library. This would consist of a member of the

Library Board attending the Friends of the Library and Richland Public Library Foundation meetings. Library Board Chair Buxton will attend the Richland Public Library Foundation meetings. Board Members will take turns attending the Friends of the Library meetings due to other commitments on Tuesday evenings when the Friends' meetings take place.

9. Quarterly Reciprocal Borrowing Report

Part of the agreement in the Reciprocal Borrowing Agreement is to provide a quarterly report for reciprocal borrowing. The report has been provided to the Library Board. There will be a meeting in May with the libraries involved in the reciprocal borrowing agreement and their Boards consisting of one to two members.

**Agenda Items for Upcoming Board Meeting**

**Adjournment**

Chair Buxton adjourned the meeting at 7:15 P.M.

APPROVED:

  
\_\_\_\_\_  
Karen Buxton, Library Board Chair

ATTEST:

  
\_\_\_\_\_  
Kylie Christian, Administrative Assistant

DATE APPROVED: May 13, 2025

DATE PUBLISHED: May 27, 2025

### Certificate Of Completion

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 Subject: ACTION REQUIRED: Please sign April 8, 2025 Library Board Meeting Minutes  
 Source Envelope:  
 Document Pages: 3  
 Certificate Pages: 5  
 AutoNav: Enabled  
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 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Toni Clark  
 625 Swift Boulevard  
 Richland, WA 99352  
 tclark@ci.richland.wa.us  
 IP Address: 64.184.153.146


### Record Tracking

Status: Original  
 5/21/2025 10:10:29 AM  
 Holder: Toni Clark  
 tclark@ci.richland.wa.us  
 Location: DocuSign

### Signer Events

Karen A. Buxton  
 karenbuxton@aol.com  
 Security Level: Email, Account Authentication  
 (None)

### Signature

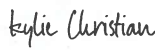
  
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 Signed: 5/22/2025 7:31:24 AM

**Electronic Record and Signature Disclosure:**  
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Kylie Christian  
 kchristian@ci.richland.wa.us  
 Security Level: Email, Account Authentication  
 (None)

  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 10.131.2.205

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### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

Toni Clark  
 tclark@ci.richland.wa.us  
 Administrative Assistant II  
 City of Richland  
 Security Level: Email, Account Authentication  
 (None)

  
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**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

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### Timestamp

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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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