



## **MINUTES**

**Richland Public Library Board  
Library Conference Room A – 955 Northgate Drive  
May 13, 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 5:30 p.m.

#### **Attendance**

Chair Buxton, Vice-Chair Hernandez, Board Members Lightner and Pickel were present. Also present were Council Liaison Kent, Library Manager Nulph, Administrative Assistant Christian, and Teen Librarian Alyssa Uretsky-Pratt.

Board Member Isakson 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 4-0.**

#### **Approval of Minutes**

- 2. CHAIR BUXTON ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE APRIL 8, 2025 MEETING. BOARD MEMBER LIGHTNER MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE MINUTES OF APRIL 8, 2025 AS IS. THE MOTION CARRIED 4-0.**

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

- 3. Teen Librarian Alyssa Uretsky-Pratt discussed plans for summer reading program, the teen reactor, and updating and going through and weeding the young adult non-fiction collection for materials that has not been checked out since 2015 or irrelevant materials.**
- 4. Library Manager Nulph gave an update on the outdoor space, which is expected to be completed in late summer or early fall. Library Manager Nulph discussed library updates and library programming from the month of April.**

**Approval of Bills**

- 5. VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MAY 2025 IN THE AMOUNT OF \$127,179.75. THE MOTION CARRIED 4- 0.

**New Business**

- 6. Discussion on the idea of adjusting the library's operating hours Monday-Thursday from 10a-9p to 9a-8p. This idea is based on the limited traffic we often have at the end of our weekday nights. We will discuss the pros and cons involved with such a consideration and get the Board's opinions.

**Agenda Items for Upcoming Board Meeting**

- 7. Discussion of the Great Rivers Board Meeting

**Adjournment**

Chair Buxton adjourned the meeting at 6:16 P.M.

APPROVED:

Karen O. Buxton  
Karen Buxton, Library Board Chair

ATTEST:

Kylie Christian  
Kylie Christian, Administrative Assistant

DATE APPROVED: June 10, 2025

DATE PUBLISHED: June 23, 2025

### Certificate Of Completion

Envelope Id: 1C7E4032-7DAD-4796-9439-6C096BF66FBA  
 Subject: ACTION REQUIRED: Please sign May 13, 2025 Library Board Meeting Minutes  
 Source Envelope:  
 Document Pages: 2 Signatures: 2  
 Certificate Pages: 5 Initials: 0  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 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  
 6/23/2025 11:42:53 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

Signature Adoption: Drawn on Device  
 Using IP Address: 107.173.24.67  
 Signed using mobile

### Timestamp

Sent: 6/23/2025 11:46:23 AM  
 Viewed: 6/23/2025 2:38:31 PM  
 Signed: 6/23/2025 2:39:50 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/23/2025 2:38:31 PM  
 ID: 54ddf0e3-733f-4479-8a4a-8ff6060e4980

Kylie Christian  
 kchristian@ci.richland.wa.us  
 Security Level: Email, Account Authentication  
 (None)

Signature Adoption: Pre-selected Style  
 Using IP Address: 64.184.153.146

Sent: 6/23/2025 2:39:51 PM  
 Viewed: 6/23/2025 2:50:58 PM  
 Signed: 6/23/2025 2:51:20 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 6/23/2025 2:50:58 PM  
 ID: d1bf8078-9c02-4db8-92eb-55b269c84cf2

### 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)

VIEWED

  
  
 Using IP Address: 64.184.153.146

Sent: 6/23/2025 11:46:07 AM  
 Viewed: 6/23/2025 11:46:23 AM

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

### Carbon Copy Events

### Status

### Timestamp

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
-----------------------	------------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	6/23/2025 11:46:07 AM
Certified Delivered	Security Checked	6/23/2025 2:50:58 PM
Signing Complete	Security Checked	6/23/2025 2:51:20 PM
Completed	Security Checked	6/23/2025 2:51:20 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

<b>Electronic Record and Signature Disclosure</b>
---