



MINUTES

Richland Public Library Board
Library Conference Room A – 955 Northgate Drive
June 10, 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 5:33 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 Library Supervisor Haffner.

Board Member Isakson was absent.

Approval of Agenda

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

- 1. CHAIR BUXTON ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE MAY 13, 2025 MEETING. BOARD MEMBER LIGHTNER MOVED AND VICE-CHAIR HERNANDEZ SECONDED THE MOTION TO APPROVE THE MINUTES OF MAY 13, 2025 AS IS. THE MOTION CARRIED 4-0.**

Richland Public Library Updates

2. Richland Public Library Staff Update –
Library Supervisor Michelle Haffner shared outreach events her team participated in during April and May 2025. She spoke about the kickoff of Summer Reading and different events the library will be hosting throughout the summer. She spoke about organizations we will be partnering with for library programming as well as Dive into Summer, which is June 21, 2025, 6:00 p.m. to 8:00 p.m. at John Dam Plaza.
3. Library Manager's Monthly Report and Library Statistics Report from May 2025 –
The library intends to move forward with changing hours of operation for the library starting in September. The Richland Public Library Board will vote on this change at the July meeting.

Library Manager Nulph highlighted library programs and statistics from May 2025.

Approval of Bills

4. VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JUNE 2025 IN THE AMOUNT OF \$128,629.62. THE MOTION CARRIED 4- 0.

New Business

5. Review of Great Rivers Board Meeting from May 15, 2025 –
Library Manager Nulph, Chair Buxton, and Board Member Lightner attended the Great Rivers Board Meeting on May 15, 2025. The Great Rivers Board consists of two board members from each of the libraries involved in the reciprocal agreement and each library manager or director. The purpose of the meeting is to collaborate with regional libraries and highlighting library programming throughout the region. The next meeting will be held in September 2025.
6. 2026 Preliminary Library Budget Overview –
Library Manager Nulph shared an overview of what the library is asking for the 2026 annual operating budget. The final budget is not due until mid-July.

Agenda Items for Upcoming Board Meeting

Adjournment

Chair Buxton adjourned the meeting at 6:31 P.M.

APPROVED:

Cara Hernandez
Cara Hernandez, Library Board Vice- Chair

ATTEST:

Kylie Christian
Kylie Christian, Administrative Assistant

DATE APPROVED: July 8, 2025

DATE PUBLISHED: July 9, 2025

Certificate Of Completion

Envelope Id: 8A672C6F-D1A7-4344-924C-2446095861DC	Status: Completed
Subject: ACTION REQUIRED: Please sign June 10, 2025 Library Board Meeting Minutes	
Source Envelope:	
Document Pages: 2	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Toni Clark
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	625 Swift Boulevard
	Richland, WA 99352
	tclark@ci.richland.wa.us
	IP Address: 64.184.153.146

Record Tracking

Status: Original	Holder: Toni Clark	Location: DocuSign
7/9/2025 8:06:46 AM	tclark@ci.richland.wa.us	

Signer Events

Cara Hernandez
 caramhernandez@gmail.com
 Security Level: Email, Account Authentication (None)

Signature

Signature Adoption: Pre-selected Style
 Using IP Address: 66.119.207.229

Timestamp

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 Signed: 7/9/2025 9:22:33 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: 64.184.153.146

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 Signed: 7/9/2025 10:06:17 AM

Electronic Record and Signature Disclosure:

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Editor Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Toni Clark tclark@ci.richland.wa.us Administrative Assistant II City of Richland	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue;">VIEWED</div>	Sent: 7/9/2025 8:25:42 AM Viewed: 7/9/2025 8:25:55 AM
Security Level: Email, Account Authentication (None)	Using IP Address: 64.184.153.146	

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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