



MINUTES
Richland Public Library Board
Tuesday, August 12, 2025
Library Conference Room A
955 Northgate Drive

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	Present
Vice-Chair Hernandez	Present
Board Member Isakson	Absent
Board Member Lightner	Present
Board Member Pickel	Present
Council Liaison Kent	Absent

Also present were Library Manager Nulph, Administrative Assistant Christian, and Library Supervisor Scarfo.

Approval of Agenda

VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 4-0.

Approval of Minutes

- 1. VICE-CHAIR HERNANDEZ MOVED AND BOARD MEMBER PICKEL SECONDED THE MOTION TO APPROVE THE MINUTES OF JULY 8, 2025 AS PRESENTED. MOTION CARRIED 4-0.**

Richland Public Library Updates

2. Richland Public Library Staff Update

Library Supervisor Scarfo shared feedback from patrons. Patrons are happy with library services such as hot spots and the ability to renew library cards online versus having to come into the library.

3. Library Manager's Monthly Report and Library Statistics Report from July 2025

Library hours will change starting September 2, 2025. Monday through Thursday hours will be the only change. New hours will be 9:00 a.m. to 8:00 p.m. The library has begun advertising the new hourly changes so patrons are aware.

The library budget for 2026 has been submitted. The library is asking to add mobile study pods.

Library Manager Nulph shared library statistics for the month of July 2025.

Public Comments

None.

Approval of Bills

- 4. BOARD MEMBER LIGHTNER MOVED AND BOARD VICE-CHAIR HERNANDEZ SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR JULY 2025 IN THE AMOUNT OF \$195,145.20. THE MOTION CARRIED 4- 0.**

New Business

5. Richland Public Library Foundation Recap

Discussion on the Richland Public Library Foundation meeting from July 2025. The Foundation is currently working on their bylaws. This is expected to take several meetings to finalize the Foundation bylaws.

6. Second Quarter Reciprocal Borrowing Report

Library Manager Nulph shared the second quarter reciprocal borrowing report between the libraries that are a part of the reciprocal borrowing agreement. Libraries who are part of this agreement are Richland Public Library, Mid-Columbia Libraries, Walla Walla County Rural Library District, Walla Walla Public Library, Columbia County Rural Library District. This service has been well received by patrons and staff.

7. United for Libraries Trustees Conference

Chair Buxton attended the United for Libraries Trustees Conference. She shared information she learned and expressed her interest in developing a job description for being a library board member and creating an orientation for new board members. Chair Buxton would like to see more diversity within the Library Board of Trustees.

Agenda Items for Upcoming Board Meeting

Adjournment


Chair Buxton adjourned the meeting at 6:35 P.M.

APPROVED:



Karen Buxton, Library Board Chair

ATTEST:



Kylie Christian, Administrative Assistant

DATE APPROVED: September 9, 2025

DATE PUBLISHED: September 10, 2025

Certificate Of Completion

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Toni Clark

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Richland, WA 99352

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Signer Events

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Karen A. Buxton

karenbuxton@aol.com

Security Level: Email, Account Authentication
(None)

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Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 9/10/2025 11:15:55 AM

ID: e9030a97-1d48-456e-95c9-3b2c3ae2f9ef

Kylie Christian

Kchristian@ci.richland.wa.us

Security Level: Email, Account Authentication
(None)

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

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Toni Clark

tclark@ci.richland.wa.us

Administrative Assistant II

City of Richland

Security Level: Email, Account Authentication
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