



**MINUTES**  
**Richland Public Library Board**  
**Tuesday, December 9, 2025**  
**Library Conference Room A**  
**955 Northgate Drive**

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

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

Attendance: Chair Hernandez	Present
Vice-Chair Pickel	Absent
Board Member Buxton	Present
Board Member Fisher	Present
Board Member Isakson	Absent
Council Liaison Kent	Present

Also present were Library Manager Nulph, Parks and Public Facilities Director Waite, Library Supervisor Barnaby, and Administrative Assistant Christian.

**Approval of Agenda**

**BOARD MEMBER BUXTON MOVED AND BOARD MEMBER FISHER SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 3-0.**

**Approval of Minutes**

- 1. BOARD MEMBER BUXTON MOVED AND BOARD MEMBER FISHER SECONDED THE MOTION TO APPROVE THE MINUTES OF OCTOBER 14, 2025 AS PRESENTED. MOTION CARRIED 3-0.**

**Richland Public Library Updates**

2. Richland Public Library Staff Update

Library Supervisor Theresa Barnaby shared the new collections that were introduced at the library, outdoor games, and foreign language collection. These new collections have proved to be successful with library patrons. The library will be adding to the foreign language collection in 2026.

Baker and Taylor, a major library vendor, has closed, and the vendor the library uses, Ingram, has added over 2,000 new libraries. This is causing some of the new books to arrive after they have been released. This will only be an issue for a period of time.

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

The issue with the turf installation has been resolved and the Lawn is now finished.

Library Manager Nulph discussed library programming, updates, and statistics from October and November 2025.

### **Public Comments**

None.

### **Approval of Bills**

4. **BOARD MEMBER FISHER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR OCTOBER 2025 IN THE AMOUNT OF \$144,698.68. THE MOTION CARRIED 3-0.**

**BOARD MEMBER FISHER MOVED AND BOARD MEMBER BUXTON SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR NOVEMBER 2025 IN THE AMOUNT OF \$163,497.88. THE MOTION CARRIED 3-0.**

### **New Business**

5. Circulation Policy Review

Board Members discussed the current Circulation Policy. Changes will be made, and the Board will vote on the changes to the policy at the next board meeting.

6. Proposed Agreement Between City of Richland and Richland Public Library Board of Trustees

Board Members reviewed and discussed the agreement between the City of Richland and the Richland Public Library Board of Trustees. The current agreement was written in 1960 and needs to be amended. An amended agreement will be presented at the January 2026 Library Board Meeting, and the Board will vote to approve the amended agreement.

7. Richland Public Library Foundation Update

Library Manager Nulph shared an update noting that the Library Foundation has identified a substantial variance in past financial records.

## Agenda Items for Upcoming Board Meeting

Job Description for Recruiting Library Board Members

### Adjournment

Chair Hernandez adjourned the meeting at 6:34 P.M.

APPROVED:

*Cara Hernandez*

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Cara Hernandez, Library Board Chair

ATTEST:

*Kylie Christian*

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Kylie Christian, Administrative Assistant

DATE APPROVED: January 13, 2026

DATE PUBLISHED: January 13, 2026

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Kylie Christian

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kchristian@ci.richland.wa.us

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Administrative Assistant

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City of Richland

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Cara Hernandez

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caramhernandez@gmail.com

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