REVISED DRAFT

MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
May 14, 2019, 5:30 – 6:30 PM

CALL TO ORDER:
CHAIR LUNSTAD CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:30 P.M.

ATTENDANCE:
CHAIR LUNSTAD, VICE-CHAIR DION, BOARD MEMBERS BOOTH, DANZ, AND MAIER WERE PRESENT. ALSO PRESENT WERE LIBRARY MANAGER CAMPBELL HIME, ADMINISTRATIVE ASSISTANT BARADA, AND PARKS AND PUBLIC FACILITIES DIRECTOR SCHIESSL. COUNCIL LIAISON LUKSON WAS ABSENT.

APPROVAL OF AGENDA:
BOARD MEMBER DANZ MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE AGENDA AS AMENDED. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:
CHAIR LUNSTAD ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE APRIL 9, 2019 MEETING. BOARD MEMBER DANZ MOVED AND VICE-CHAIR DION SECONDED THE MOTION TO APPROVE THE MINUTES OF APRIL 9, 2019 AS IS. THE MOTION CARRIED 5-0.

REPORT OF THE LIBRARY MANAGER:
RPL recently completed a survey for the state. The survey helps the state to compare other libraries in Washington.

The Friends book sale was well attended and sales were robust.

The Foundation has been meeting regularly. The Foundation would like Library Manager Campbell Hime to pursue the possibility of having hot spots available to patrons. RPL has hot spots already; they just need COR approval before they can make them available to patrons. The COR determined hot spots were a potential liability when proposed by the library for budget in 2018. Board Members had a discussion with Parks and Public Facilities Director Schiessl on the importance and reasons why RPL should make hot spots available to patrons. This topic will be discussed again at a later date.

After completing a staff survey, RPL staff would like to potentially hire a consultant to come up with a brand that is separate from, but related to the COR so RPL can to use for marketing purposes and to place on flyers.

121 applications were gone through for the Library Assistant II Intermittent position. RPL expects to have this position filled by mid-June.

Bookmark Café has given their notice that they will not be renewing their lease and are leaving the library. A new vendor has purchased the name from the previous vendor and prepared to open for business as soon as the contract is executed.

PUBLIC COMMENTS:
No members of the public were present.

APPROVAL OF BILLS:
VICE-CHAIR DION MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR MAY 2019 IN THE AMOUNT OF $116,403.36. THE MOTION CARRIED 5- 0.

UNFINISHED BUSINESS:
There was no Unfinished Business to discuss.

NEW BUSINESS:
1. Parks and Public Facilities Director Schiessl explained the budget process for the COR. He talked about his role as the Director and how he determines what he will bring forward to the City Manager for approval. He also discussed how he and Library Manager Campbell Hime work together on the library budget. Director Schiessl and Library Manager Campbell Hime have also been discussing creating a Master Plan for the library.
2. RPL has talked about having a stronger partnership with the Art Commission when it comes to art donations to the library. Currently RPL does not have a mechanism to evaluate art donations. RPL would like a Board Member, member or RPL staff and a member from the Art Commission to be a part of this subcommittee when it comes to evaluating art donations to the library. This will be discussed in detail at a later meeting.

AGENDA ITEMS FOR UPCOMING BOARD MEETING:
1. Election of New Vice-Chair

ADJOURNMENT:
CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:39 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant

Minutes Approved by: ______________________
Jana Kay Lunstad, Library Board