



MINUTES

Richland Public Library Board
Library Board Room – 955 Northgate Drive
September 10, 2019, 5:30 – 6:30 PM

CALL TO ORDER:

CHAIR LUNSTAD CALLED THE MEETING TO ORDER AT APPROXIMATELY 5:35 P.M.

ATTENDANCE:

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

APPROVAL OF AGENDA:

BOARD MEMBER BOOTH MOVED AND VICE-CHAIR MAIER SECONDED THE MOTION TO APPROVE THE AGENDA AS IS. THE MOTION CARRIED 4-0.

APPROVAL OF MINUTES:

CHAIR LUNSTAD ASKED FOR A MOTION TO APPROVE THE MINUTES OF THE AUGUST 13, 2019 MEETING. BOARD MEMBER BOOTH MOVED AND BOARD MEMBER LIGHTNER SECONDED THE MOTION TO APPROVE THE MINUTES OF AUGUST 19, 2019 AS IS. THE MOTION CARRIED 4-0.

REPORT OF THE LIBRARY MANAGER:

Library Manager Campbell Hime shared that revenue from patron fines are down; this is due to auto renewals of materials. Overall, auto renewals have increased patron happiness.

Library Manager Campbell Hime watched a FEMA Webinar and is now working with COR staff to have the library as an emergency facility.

Board Members commented on the new format of the Statistical Report and how they feel the report needs to be shared with other organizations. Library Manager Campbell Hime stated she is sharing this report with COR admin staff each month.

PUBLIC COMMENTS:

No comments were made.

APPROVAL OF BILLS:

VICE-CHAIR MAIER MOVED AND BOARD MEMBER BOOTH SECONDED THE MOTION TO APPROVE THE CERTIFICATION OF CLAIMS FOR PAYMENT FOR SEPTEMBER 2019 IN THE AMOUNT OF \$500,740.45. THE MOTION CARRIED 4-0.

UNFINISHED BUSINESS:

1. Board Members made appropriate changes to the Richland Public Libraries Guidelines. Chair Lunstad asked for a motion to move the document on to the City Attorney. Board Member Booth moved and Board Member Lightner seconded the motion to move the document on to the City Attorney. The motion carried 4-0.

NEW BUSINESS:

1. Parks and Public Facilities Director Schiessl explained in detail the library budget and how the money left over at the end of the budget cycle goes back in the general fund. Also discussed was the 2020 budget for the library.

CITY OF RICHLAND CORE VALUES:

City of Richland Core Value: Increase Economic Vitality will be discussed at the October 8, 2019 Board Meeting.

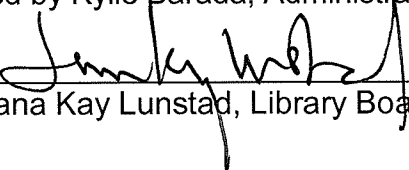
AGENDA ITEMS FOR UPCOMING BOARD MEETING:

1. Programming Survey Results

ADJOURNMENT:

CHAIR LUNSTAD ADJOURNED THE MEETING AT 6:30 P.M.

Prepared and submitted by Kylie Barada, Administrative Assistant.

Minutes Approved by: 
Jana Kay Lunstad, Library Board Chair