

CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, April 12, 2023

5:00 PM

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Area Library Board will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Wednesday, April 12, 2023 at 5:00 PM.

CALL TO ORDER:

Chair Martin called the meeting to order at 5:00 PM.

CALL OF ROLL:

Members present: Barr, Blocker, Dobbs, Martin, and Richards

Members absent: Kee, Lassen, Squadroni, Teigland

Staff: present: Will Richter

APPROVAL OF AGENDA:

Motion to approve agenda as presented with the addition of item 6A: Pharos contract renewal and payment authorization.

PUBLIC COMMENT (if anyone wishes to address the Board):

None

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from 03-08-2023.

Motion to approve 03-08-2023 Library Board Meeting minutes as presented

Mover: Blocker

Secunder: Richards

Result: Passed 5-0

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review Financial Reports and consider a motion to approve payment of Bill List as presented.

Motion to approve payment of Bill List as presented

Mover: Richards

Seconder: Blocker

Result: Passed 5-0 (roll-call)

CONSENT AGENDA (Roll Call Vote Required):

3. Consider adoption of Resolution 2023-5 accepting donations.

Motion to adopt Resolution 2023-5

Mover: Blocker

Seconder: Barr

Result: Passed 5-0 (roll-call)

REGULAR AGENDA:

4. Explore Library Journal article discussing challenges to intellectual freedom; review Collection Development Guidelines and seminal documents of librarianship.

Motion to reaffirm the Library Board commitment to intellectual freedom at Grand Rapids Area Library as set forth in the Collection Development Guidelines.

Mover: Richards

Seconder: Blocker

Result: Passed 5-0

5. Authorize purchase of ViewScan 4 Microfilm Scanner from RMC Imaging, Inc.

Motion to authorize purchase of ViewScan 4 Microfilm Scanner from RMC Imaging, Inc. for a price not to exceed \$9,000.

Mover: Richards

Seconder: Dobbs

Result: Passed 5-0 (roll-call)

6. Library Facade Repair Project Update

Informational

6A: Pharos contract renewal and payment authorization.

Motion to approve payment to Pharos Systems in the amount of \$1,279.00 (PO 20231025) and authorize city staff to sign the contract renewal.

Mover: Blocker

Seconder: Richards

Result: Passed 5-0 (roll-call)

UPDATES:

Friends

No update

Foundation

Barr: next meeting 04-20-2023; River Fest date is 09-09-2023 – headliner announcement 04-17-2023.

STAFF REPORTS:

7. Review Library Reports and Statistics

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:34.

NEXT REGULAR MEETING IS SCHEDULED FOR MAY 10, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - APRIL 12, 2023

DATE: 04/05/2023
 TIME: 14:29:37
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/12/2023

VENDOR #	NAME	AMOUNT DUE

PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	132.66
0118660	ARROWHEAD LIBRARY SYSTEM	64.50
0201428	BAKER & TAYLOR LLC	3,571.61
0212124	BLACKSTONE PUBLISHING	514.99
0305485	CENGAGE LEARNING INC	48.80
0315455	COLE HARDWARE INC	11.94
0405500	DEMCO INC	2,474.43
0514145	ENCOMPASS	6,127.50
0718010	CITY OF GRAND RAPIDS	1,700.00
0914540	INNOVATIVE OFFICE SOLUTIONS LL	960.83
0914800	INVEST EARLY PROJECT	400.00
1015325	JOHNSON CONTROLS FIRE	1,073.00
1401650	NARDINI FIRE EQUIPMENT CO INC	299.00
1612225	PLAYAWAY PRODUCTS LLC	331.45
1901535	SANDSTROM'S INC	124.72
2018680	TRU NORTH ELECTRIC LLC	519.79
2023352	PIONEER PRESS	230.76
2114356	UNIQUE MANAGEMENT SERVICES	128.15
2209421	VIKING ELECTRIC SUPPLY INC	65.28

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$18,779.41

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.40
0113105	AMAZON CAPITAL SERVICES	497.92
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	42,570.60
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	260.73
1309335	MINNESOTA REVENUE	34.89
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	321.89
1612200	GAVIN WILLIAM PLATT	40.00
1621130	P.U.C.	2,396.95
1809158	WILLIAM RICHTER	254.28
1901795	AMY M SAVELA	125.00
2209665	VISA	1,064.66
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$57,578.41

TOTAL ALL DEPARTMENTS \$76,357.82

RESOLUTION NO. 2023-5
A RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

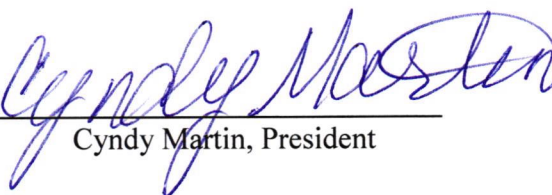
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

Nick and Nancy Eltgroth \$250.00
General Support


Saint Paul & Minnesota Foundation \$1,452.61
General Support

Grand Rapids Area Library Foundation \$2,131.43
Large Print collection enhancement, Online Story Time, Discovery Kit supplies, and Lego Table

Adopted this 12th day of April 2023



Cyndy Martin, President



Deb Kee, Secretary



Pharos Systems International, Inc.
 4545 East River Road
 West Henrietta, New York 14586
 United States
 Phone: 585-939-7000

Site Code: GRAPID01
 Sales Order Number: Q-03035
 Created On: 1/26/2023
 Offer Valid Through: 5/31/2023
 Payment Terms: Net 30
 Proposed By: Jonathan Morris

Please email purchase orders and credit card payment requests to orders@pharos.com

SALES ORDER

Bill To:
 Grand Rapids Area Library
 420 N Pokegama Ave
 GRAND RAPIDS, MN 55744-2658
 US

Ship To:
 Grand Rapids Area Library
 420 N Pokegama Ave
 GRAND RAPIDS, MN 55744-2658
 US

End User:
 Grand Rapids Area Library
 420 N Pokegama Ave
 Grand Rapids, Minnesota 55744
 United States

Billing Contact: Erik Scott
 Billing Email: escott@ci.grand-rapids.mn.us
 Billing Phone: (218) 326-7618

Primary Contact: Erik Scott
 Primary Email: escott@ci.grand-rapids.mn.us
 Primary Phone: (218) 326-7618

Billing Frequency:
 Billing Method:
 Payment Method:

Contract Term Start Date: 6/1/2023
 Contract Term End Date: 5/31/2024

Part #	Item	Unit Price	Quantity	Total Price
UP-AMS-L	UNIPRINT Annual Support & Maintenance - 1 year Renewal (Legacy Pricing)	\$1,279.000	1	\$1,279.00
Subtotal:				\$1,279.00

Uniprint light with 1 printer, SignUp with 5 additional CALs

Subtotal: **USD 1,279.00**
 Tax: **USD 0.00**
 Total: **USD 1,279.00**

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form? (Customer to Complete)

No

Yes - Please Complete Below

PO Number:

PO Amount:

Name: _____ Title: _____

Signature: _____ Date: _____

Renewal. After the Contract Term described above, this Sales Order will automatically renew for successive twelve (12) month periods, unless either Party provides written notice of non-renewal to the other Party not less than sixty (60) days prior to the end of the current Contract Term. The fees for an automatically renewed product will be Pharos's then-current prices.

In the event of any conflict, the terms of this Sales Order will supersede the terms of any other document.

These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Product.....	ECCN.....	HTS
Uniprint,Blueprint, MobilePrint.....	EAR99.....	8523.40.2020
iMFP & Kiosk software.....	EAR99.....	8523.40.2020
Omega PS200.....	EAR99.....	8471.60.0150
Omega PS60/SR25.....	EAR99.....	8517.62.0050

Hardware Disclaimer:

- A hardware deposit may be required based upon your order quantity and configuration.
- Shipping and duties (if applicable) on hardware are not included.
- Standard hardware warranty is twelve months from date of shipment. Extended warranty is available for purchase at time of original order.
- Omega copier cables are only available for manufacturer's devices that have a foreign device interface connector (FDI, FISH, etc.) installed.

iMFP disclaimer:

- Available for select models of manufacturer's MFP - call Pharos for latest list of models.

Professional Services Disclaimer:

- Professional Services labor and expenses are estimates. Actual time and expenses will be billed to customer.

CITY OF GRAND RAPIDS
420 N POKEGAMA AVE
GRAND RAPIDS MN 55744-2662
218-326-7612 FAX#218-326-7608
Email:ap@ci.grand-rapids.mn.us

PHAROS SYSTEMS INT'L INC
4545 EAST RIVER ROAD
SUITE 210
WEST HENRIETTA NY 14586

=====
P U R C H A S E O R D E R
=====

P.O. NUMBER: 20231025
P.O. DATE: 04/12/2023
P.O. AMT: \$1,279.00
VENDOR NUMBER: 1608100
REQ. NUMBER:

DELIVER INFORMATION TECHNOLOGY DEPT
TO: 420 N POKEGAMA AVE
GRAND RAPIDS MN 55744
PHONE: 218-326-7620 FAX: 218-326-7608
VENDOR PHONE: 585-360-1010 FAX: 585-249-9229

ATTENTION:
ERIK SCOTT SO# Q-03035

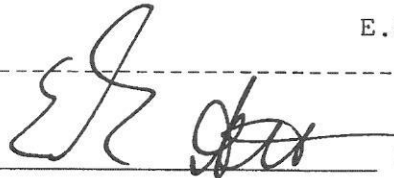
DESCRIPTION	ACCOUNT #	HOURS/QTY	COST/UNIT	AMOUNT
UNIPRINT SUPPORT MAINT 1YR	211-00-75-30-4020	1.00000	1,279.0000	1,279.00
				=====
				\$1,279.00

ID #41-6005201 ST ID #8022490

E.O.E.\A.A.

REQUESTED
BY: ERIK SCOTT

APPROVED
BY:


DATE: 4-12-27