

GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, September 09, 2026

5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, September 9, 2026, at 5:00 PM PM at Grand Rapids Area Library, Program Room, 140 NE 2nd Street, Grand Rapids, Minnesota

Vice-President Dobbs called the meeting to order at 5:03 PM. President Richards arrived at 5:04 PM and then presided over the meeting.

CALL OF ROLL:

PRESENT

Member Ellen Teigland
Member Sheena Richards
Member Aaron Squadroni
Member Janelle Dobbs
Member Jennifer Barr
Member Beau Casteel
Member Tabbatha Litchke

ABSENT

Member Amanda King

STAFF

Amy Dettmer, Director of Library Services

APPROVAL OF AGENDA:

Director Dettmer presented an item to be added to the Consent Agenda: Consider a motion to approve Emily Lindner contract.

Motion made by Member Dobbs, Seconded by Member Litchke to approve the agenda with the added item. Motion passed unanimously.

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

None.

APPROVAL OF MINUTES:

1. Consider a motion to approve Library Board Meeting Minutes from the 8-12-2026 meeting.

Motion made by Member Teigland, Seconded by Member Dobbs. Motion passed unanimously.

COMMUNICATIONS:

2. Thank You card.

Informational - no action taken.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

3. Review financial reports and consider a motion to authorize payment of the Library Bill List.

Dettmer reported the Envisionware invoices were for the new copy/printing system. The Ferguson Wolseley invoice is for a new drinking fountain/water bottle filler station which is paid for by the Grand Rapids Area Library Friends and a grant.

Motion made by Member Teigland, Seconded by Member Dobbs.

Voting Yea: Member Teigland, Member Richards, Member Squadroni, Member Dobbs, Member Barr, Member Casteel, Member Litchke

CONSENT AGENDA (Roll Call Vote Required):

4. Consider adopting a resolution accepting donations.

Dettmer reported the Foundation donations were for books, materials for Summer Celebration and payment to program leaders.

Motion made by Member Barr, Seconded by Member Dobbs. to accept the consent agenda with the additional contract added.

Voting Yea: Member Teigland, Member Richards, Member Squadroni, Member Dobbs, Member Barr, Member Casteel, Member Litchke

REGULAR AGENDA:

5. 2027 MOE - Grand Rapids.

Informational - no action taken.

6. 2027 MOE - Itasca County.

Informational - no action taken.

UPDATES:

Friends;

Member Teigland reports many book donations have been coming in for the Friends Used Bookstore. A book sale is being planned for sometime in November.

Foundation:

Member Barr reported the Foundation is meeting September 17 at Community Presbyterian Church. The group continues to approve reimbursement payments to the library.

STAFF REPORTS:

7. Review Library Reports and Statistics.

Dettmer reported the library received a \$50,000 donation from Greg Waite, a longtime library patron who recently passed. Dettmer was presented the check by family members.

Dettmer reported the Foundation received a \$5,000 anonymous donation the library can use to purchase materials this year.

Dettmer reported 3 staff had work milestones reached in August.

Dettmer reported with the new copy/printing system there are fewer metrics to report. The metrics will reflect more accurately computer use.

Dettmer reported the new cleaner seems to be cleaning fine.

Dettmer reported 2 library patrons passed away and monetary donations in their memory have been received.

Dettmer reported at Summer Celebration 478 Kona Ice were handed out. The Foundation pays for Kona Ice.

Dettmer reported September is Library Card Sign-Up month and the main library display reflects this theme.

Dettmer reported the ALS Executive Director is leaving her position. Her last day will be January 29, 2027.

ADJOURNMENT:

President Richards adjourned the meeting at 5:26 PM.

NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 14, 2026, AT 5:00 PM

ATTEST: Amy Dettmer, Director of Library Services

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 9, 2026
DETAILED REPORT**

PUBLIC LIBRARY

BLACKSTONE PUBLISHING	2243068-L	\$	188.00
CENGAGE LEARNING INC	999103003722-L	\$	28.50
CENGAGE LEARNING INC	999103240058-L	\$	50.25
CENGAGE LEARNING INC	999103153770-L	\$	28.50
CENGAGE LEARNING INC	999103153775-L	\$	75.00
CENGAGE LEARNING INC	999103011163-L	\$	87.75
DEMCO INC	7844773-L	\$	485.80
DEMCO INC	7846176-L	\$	37.93
ENVISIONWARE INC	INV-US-82285-L	\$	5,662.09
ENVISIONWARE INC	82286-L	\$	4,910.00
FERGUSON WOLSELEY IND GROUP	2939102-L	\$	1,969.09
GOVCONNECTION INC	77916950-L	\$	212.82
INGRAM LIBRARY SERVICES LLC	98417671-L	\$	106.86
INGRAM LIBRARY SERVICES LLC	98417672-L	\$	72.29
INGRAM LIBRARY SERVICES LLC	98300254-L	\$	16.88
INGRAM LIBRARY SERVICES LLC	98300255-L	\$	11.81
INGRAM LIBRARY SERVICES LLC	98300256-L	\$	623.60
INGRAM LIBRARY SERVICES LLC	98386238-L	\$	422.92
INGRAM LIBRARY SERVICES LLC	98595900-L	\$	38.02
INGRAM LIBRARY SERVICES LLC	98595901-L	\$	21.92
INGRAM LIBRARY SERVICES LLC	98720063-L	\$	53.06
INGRAM LIBRARY SERVICES LLC	98345444-L	\$	148.63
INGRAM LIBRARY SERVICES LLC	98720064-L	\$	22.57
INGRAM LIBRARY SERVICES LLC	98823339-L	\$	36.31
INGRAM LIBRARY SERVICES LLC	98359694-L	\$	51.25
INGRAM LIBRARY SERVICES LLC	98359695-L	\$	523.37
INGRAM LIBRARY SERVICES LLC	98371867-L	\$	20.19
INGRAM LIBRARY SERVICES LLC	98562466-L	\$	70.10
INGRAM LIBRARY SERVICES LLC	98562467-L	\$	20.07
INGRAM LIBRARY SERVICES LLC	98562468-L	\$	18.50
INGRAM LIBRARY SERVICES LLC	98386239-L	\$	25.80
INGRAM LIBRARY SERVICES LLC	98823340-L	\$	38.74
INGRAM LIBRARY SERVICES LLC	98823341-L	\$	18.24
INGRAM LIBRARY SERVICES LLC	98823342-L	\$	18.78
INGRAM LIBRARY SERVICES LLC	98823343-L	\$	26.92
INGRAM LIBRARY SERVICES LLC	98898061-L	\$	23.04
INGRAM LIBRARY SERVICES LLC	98898062-L	\$	23.48
INGRAM LIBRARY SERVICES LLC	98660626-L	\$	25.80
INNOVATIVE OFFICE SOLUTIONS LLC	IN5185933-L	\$	208.95

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 9, 2026**DETAILED REPORT**

INNOVATIVE OFFICE SOLUTIONS LLC	IN5181440-L	\$	322.27
JOHNSON CONTROLS FIRE PROTECTION LP	25557133-L	\$	825.57
MIDWEST TAPE LLC	509309114-L	\$	152.94
RAPIDS PLUMBING & HEATING INC	25489-L	\$	650.55
SANDSTROM'S INC	599730-L	\$	55.09
SANDSTROM'S INC	598782-L	\$	144.01
SANDSTROM'S INC	CM382361-L	\$	(44.93)
UNIQUE MANAGEMENT SERVICES INC	6162294-L	\$	198.05
VESTIS GROUP, INC	2630579096-L	\$	105.07
VESTIS GROUP, INC	2630584049-L	\$	105.07
WILLOW LEAF COMMERCIAL CLEANING LLC	1289-L	\$	1,080.00

TOTAL ALL INVOICES: \$ 20,017.52

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 9, 2026
DEPARTMENT SUMMARY REPORT**

PUBLIC LIBRARY

BLACKSTONE PUBLISHING	\$	188.00
CENGAGE LEARNING INC	\$	270.00
DEMCO INC	\$	523.73
ENVISIONWARE INC	\$	10,572.09
FERGUSON WOLSELEY IND GROUP	\$	1,969.09
GOVCONNECTION INC	\$	212.82
INGRAM LIBRARY SERVICES LLC	\$	2,479.15
INNOVATIVE OFFICE SOLUTIONS LLC	\$	531.22
JOHNSON CONTROLS FIRE PROTECTION LP	\$	825.57
MIDWEST TAPE LLC	\$	152.94
RAPIDS PLUMBING & HEATING INC	\$	650.55
SANDSTROM'S INC	\$	154.17
UNIQUE MANAGEMENT SERVICES INC	\$	198.05
VESTIS GROUP, INC	\$	210.14
WILLOW LEAF COMMERCIAL CLEANING LLC	\$	1,080.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 20,017.52

CHECKS ISSUED-PRIOR APPROVAL

AMAZON CAPITAL SERVICES	11PM-WWNM-4HDF-L	\$	74.96
AMAZON CAPITAL SERVICES	1HPT-3J3C-DNRT-L	\$	70.48
AMAZON CAPITAL SERVICES	19N1-YXKG-DG7X-L	\$	44.07
AMAZON CAPITAL SERVICES	1GJ9-97D3-N3NP-L	\$	91.17
AT&T	August, 2026	\$	55.25
BAILY LAMOUNTAIN	7/20/2026	\$	50.00
BAILY LAMOUNTAIN	7/27/2026	\$	50.00
BAILY LAMOUNTAIN	8/3/2026	\$	50.00
CAITLYN COONS	6/22/2026	\$	50.00
CAITLYN COONS	6/29/2026	\$	50.00
CAITLYN COONS	7/20/2026	\$	50.00
CAITLYN COONS	7/27/2026	\$	50.00
CENGAGE LEARNING INC (VOIDED)	LOST CHECK	\$	100.50
CENGAGE LEARNING INC (VOIDED)	LOST CHECK	\$	171.00
DIANA MAGNER	7/29/2026	\$	125.00
EMILY LINDNER	8/3/2026	\$	175.00
GRAND RAPIDS PAYROLL	8/7/2026	\$	22,066.20
GRAND RAPIDS PAYROLL	8/21/2026	\$	22,061.07
MARCO	587896127-L/AUG26	\$	165.65

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - SEPTEMBER 9, 2026**DEPARTMENT SUMMARY REPORT**

METROPOLITAN	AUG	\$	84.04
MICHELLE JOHNSON	6/3/2026	\$	100.45
MICHELLE JOHNSON	6/23/2026	\$	88.45
MINNESOTA ENERGY RESOURCES	0507783569-01/Jun26-L	\$	49.96
MN REVENUE	July, 2026	\$	84.00
MUTUAL OF OMAHA	September, 2026	\$	29.97
OPERATING ENGINEERS	September, 2026	\$	9,535.00
PAUL BUNYAN	4026700/AUG26 Service-L	\$	249.12
PAUL BUNYAN	6464100/Lib Line Chgs/Jan	\$	76.91
PAUL BUNYAN	6464100/Lib Line Chgs/Feb	\$	76.91
PAUL BUNYAN	6464100/Lib Line Chgs/Mar	\$	76.91
PAUL BUNYAN	6464100/Lib Line Chgs/Apr	\$	76.72
PAUL BUNYAN	6464100/Lib Line Chgs/May	\$	76.58
PAUL BUNYAN	6464100/Lib/Line Chgs/Jun	\$	76.58
PAUL BUNYAN	6464100/Lib Line Chgs/Jul	\$	77.15
PAUL BUNYAN	6464100/Lib Line Chgs/Aug	\$	77.15
PUBLIC UTILITIES COMMISSION	July, 2026	\$	3,850.07
VISA	MAY. 2026	\$	1,290.00
WASTE MANAGEMENT	JUNE, 2026	\$	145.86
WASTE MANAGEMENT	JULY, 2026	\$	145.86

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 61,818.04

TOTAL ALL DEPARTMENTS: \$ 81,835.56

RESOLUTION NO. 2026-09
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:

Grand Rapids Area Library Foundation - \$3,096.51

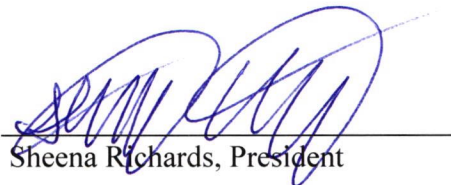
Jeanne Candy - \$100.00 (unrestricted - in memory of Catherine Downing)

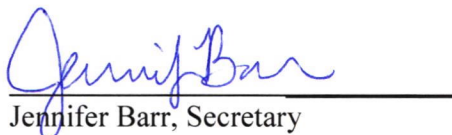
Patricia & Keith Okeson - \$100.00 (unrestricted – in memory of Mike McGinnis)

Nancy & Randy Zupan - \$100.00 (unrestricted – in memory of Catherine Downing)

Friends and family of Catherine Downing - \$730.00 (restricted to Children's Department)

Adopted this 9th day of September 2026


Sheena Richards, President


Jennifer Barr, Secretary