

# GRAND RAPIDS AREA LIBRARY BOARD SPECIAL MEETING MINUTES

Wednesday, November 19, 2025

5:00 PM

## CALL TO ORDER:

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

## CALL OF ROLL:

Present: Barr, Casteel, Dobbs, Litchke, Martin, Richards, Teigland

Absent: King, Squadroni

Staff present: Amy Dettmer, Library Director

## APPROVAL OF AGENDA:

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

McDermott

## APPROVAL OF MINUTES:

Consider approval of 10-8-2025 Library Board minutes.

1. Consider approval of 10-8-2025 Library Board Minutes  
Mover: Dobbs  
Second: Richards

## COMMUNICATIONS:

Note from patron.

2. Note from Patron.  
Informational- no action taken.

## FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

3. Review financial reports and consider a motion to approve payment of the Bill List.  
Mover: Dobbs  
Second: Richards  
Result: Approved unanimously by roll-call vote.

CONSENT AGENDA (Roll Call Vote Required):

4. Consider adopting a resolution accepting donations.  
Mover: Dobbs  
Second: Litchke  
Result: Approved unanimously by roll-call vote.

REGULAR AGENDA:

5. Review Library Director report to City Council.  
Informational-no action taken.
6. Consider a resolution setting 2026 holiday calendar and Board meeting schedule.  
Mover: Teigland  
Second: Barr
7. Review 2026 MLA Legislative Priorities.  
Informational -no action taken.
8. Discuss 2026 Library hours.  
Informational-no action taken.

UPDATES:

Friends

Holiday Book Boutique Monday, November 24, 2025 10am-6pm, Library Program Room

Foundation

Meeting Thursday, November 20, 2025

STAFF REPORTS:

Review Library reports and statistics.

9. Review Library reports and statistics.  
Informational- no action taken.

ADJOURNMENT: Meeting adjourned at 5:40pm

NEXT REGULAR MEETING IS SCHEDULED FOR December 10, 2025, AT 5:00 PM.

ATTEST: Amy Dettmer, Director of Library Services

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 12, 2025**  
**DEPARTMENT SUMMARY REPORT**

**PUBLIC LIBRARY**

ARROWHEAD LIBRARY SYSTEM	11.95
BLACKSTONE PUBLISHING	470.00
EBSCO SUBSCRIPTION SERVICE	33.00
GARTNER REFRIGERATION CO	630.60
INGRAM LIBRARY SERVICES LLC	3,499.00
INNOVATIVE OFFICE SOLUTIONS LL	729.09
MIDWEST TAPE LLC	267.70
NARDINI FIRE EQUIPMENT CO INC	510.00
PERSONNEL DYNAMICS LLC	1,021.20
RAPIDS PLUMBING & HEATING INC	135.00
SANDSTROM'S INC	176.16
SHOWCASES	648.00
STOKES PRINTING & OFFICE SUPPLY INC.	539.70
VESTIS GROUP, INC	152.46

**TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 8,823.86**

**CHECKS ISSUED-PRIOR APPROVAL**

AMAZON CAPITAL SERVICES	BILL#1YGW-9QR4-6LCG	9.29
AMAZON CAPITAL SERVICES	BILL #1GQH-4C4P-6H9H-L	48.26
AMAZON CAPITAL SERVICES	BILL #1G3Y-7Y93-64RY-L	167.52
AT&T	25-Oct	52.39
GRAND RAPIDS PAYROLL	10/5/2025	19,933.84
GRAND RAPIDS PAYROLL	10/17/2025	19,881.71
GRAND RAPIDS PAYROLL	10/31/2025	20,270.47
LINDNER, EMILY	BILL #102025-L	175.00
MARCO	BILL #565818259-L	165.65
METROPOLITAN LIFE INSURANCE	25-Nov	80.64
MN ENERGY 09/2025	BILL #0507783569-01/SEP25-L	45.00
OPERATING ENGINEERS	25-Dec	10,632.00
PAUL BUNYAN COMMUNICATIONS	25-Aug	198.23
PAUL BUNYAN COMMUNICATIONS	25-Sep	248.52
PAUL BUNYAN COMMUNICATIONS	25-Oct	249.04
PUC UTILITIES	25-Sep	1,413.31

**TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 73,345.80**

**TOTAL ALL DEPARTMENTS: \$ 82,169.66**

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 12, 2025**  
**DETAILED REPORT**

**PUBLIC LIBRARY**

ARROWHEAD LIBRARY SYSTEM	00015356-L	11.95
BLACKSTONE PUBLISHING	2214843-L	282.00
BLACKSTONE PUBLISHING	2213610-L	94.00
BLACKSTONE PUBLISHING	2215925-L	94.00
EBSCO SUBSCRIPTION SERVICE	2600961-L	33.00
GARTNER REFRIGERATION CO	104844-L	405.60
GARTNER REFRIGERATION CO	106492-L	225.00
INGRAM LIBRARY SERVICES LLC	91195227-L	32.68
INGRAM LIBRARY SERVICES LLC	91195228-L	15.79
INGRAM LIBRARY SERVICES LLC	91195229-L	8.67
INGRAM LIBRARY SERVICES LLC	91195230-L	10.82
INGRAM LIBRARY SERVICES LLC	91195231-L	11.47
INGRAM LIBRARY SERVICES LLC	91195232-L	11.56
INGRAM LIBRARY SERVICES LLC	91195233-L	377.31
INGRAM LIBRARY SERVICES LLC	91022361-L	78.92
INGRAM LIBRARY SERVICES LLC	91022362-L	16.92
INGRAM LIBRARY SERVICES LLC	91022363-L	10.73
INGRAM LIBRARY SERVICES LLC	91022364-L	318.07
INGRAM LIBRARY SERVICES LLC	90922582-L	134.13
INGRAM LIBRARY SERVICES LLC	90922583-L	17.03
INGRAM LIBRARY SERVICES LLC	90922584-L	11.78
INGRAM LIBRARY SERVICES LLC	90922585-L	20.81
INGRAM LIBRARY SERVICES LLC	90922586-L	11.85
INGRAM LIBRARY SERVICES LLC	90922587-L	25.80
INGRAM LIBRARY SERVICES LLC	91157831-L	37.55
INGRAM LIBRARY SERVICES LLC	91157832-L	25.80
INGRAM LIBRARY SERVICES LLC	91165032-L	11.33
INGRAM LIBRARY SERVICES LLC	91165033-L	76.21
INGRAM LIBRARY SERVICES LLC	91093548-L	74.96
INGRAM LIBRARY SERVICES LLC	91093549-L	17.48
INGRAM LIBRARY SERVICES LLC	91076300-L	56.91
INGRAM LIBRARY SERVICES LLC	91226079-L	19.80
INGRAM LIBRARY SERVICES LLC	91226080-L	9.65
INGRAM LIBRARY SERVICES LLC	91226081-L	22.87
INGRAM LIBRARY SERVICES LLC	90976247-L	48.99
INGRAM LIBRARY SERVICES LLC	90983658-L	25.80
INGRAM LIBRARY SERVICES LLC	90983659-L	20.27
INGRAM LIBRARY SERVICES LLC	90953792-L	25.80
INGRAM LIBRARY SERVICES LLC	91123351-L	24.68
INGRAM LIBRARY SERVICES LLC	90609991-L	11.29
INGRAM LIBRARY SERVICES LLC	91464998-L	71.21

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 12, 2025****DETAILED REPORT**

INGRAM LIBRARY SERVICES LLC	91464999-L	17.95
INGRAM LIBRARY SERVICES LLC	91465000-L	18.23
INGRAM LIBRARY SERVICES LLC	91465001-L	13.21
INGRAM LIBRARY SERVICES LLC	91465002-L	18.92
INGRAM LIBRARY SERVICES LLC	91465003-L	16.28
INGRAM LIBRARY SERVICES LLC	91465004-L	10.64
INGRAM LIBRARY SERVICES LLC	91465005-L	9.77
INGRAM LIBRARY SERVICES LLC	91290546-L	39.73
INGRAM LIBRARY SERVICES LLC	91290547-L	28.11
INGRAM LIBRARY SERVICES LLC	91290548-L	12.05
INGRAM LIBRARY SERVICES LLC	91290549-L	28.82
INGRAM LIBRARY SERVICES LLC	91290550-L	156.76
INGRAM LIBRARY SERVICES LLC	91290551-L	675.80
INGRAM LIBRARY SERVICES LLC	91290552-L	97.27
INGRAM LIBRARY SERVICES LLC	91290553-L	12.16
INGRAM LIBRARY SERVICES LLC	91640542-L	118.96
INGRAM LIBRARY SERVICES LLC	91640543-L	18.67
INGRAM LIBRARY SERVICES LLC	91640544-L	13.54
INGRAM LIBRARY SERVICES LLC	91640545-L	17.58
INGRAM LIBRARY SERVICES LLC	91640546-L	21.12
INGRAM LIBRARY SERVICES LLC	91640547-L	19.63
INGRAM LIBRARY SERVICES LLC	91515900-L	10.57
INGRAM LIBRARY SERVICES LLC	91515901-L	35.51
INGRAM LIBRARY SERVICES LLC	91545752-L	21.09
INGRAM LIBRARY SERVICES LLC	91545753-L	18.11
INGRAM LIBRARY SERVICES LLC	91440026-L	20.99
INGRAM LIBRARY SERVICES LLC	91607518-L	24.68
INGRAM LIBRARY SERVICES LLC	91331817-L	22.99
INGRAM LIBRARY SERVICES LLC	91348062-L	20.44
INGRAM LIBRARY SERVICES LLC	91348063-L	46.79
INGRAM LIBRARY SERVICES LLC	91348064-L	20.61
INGRAM LIBRARY SERVICES LLC	91348065-L	104.11
INGRAM LIBRARY SERVICES LLC	91348066-L	92.97
INNOVATIVE OFFICE SOLUTIONS LL	IN4953181-L	729.09
MIDWEST TAPE LLC	507932820-L	83.27
MIDWEST TAPE LLC	507791051-L	83.97
MIDWEST TAPE LLC	507895737-L	100.46
NARDINI FIRE EQUIPMENT CO INC	IVN00356794-L	510.00
PERSONNEL DYNAMICS LLC	55106-L	255.30
PERSONNEL DYNAMICS LLC	55120-L	255.30
PERSONNEL DYNAMICS LLC	55062-L	255.30
PERSONNEL DYNAMICS LLC	55084-L	255.30
RAPIDS PLUMBING & HEATING INC	24328-L	135.00
SANDSTROM'S INC	565453-L	100.93

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - NOVEMBER 12, 2025**

**DETAILED REPORT**

SANDSTROM'S INC	563121-L	75.23
SHOWCASES	331090-L	648.00
STOKES PRINTING & OFFICE SUPPLY INC.	121728-L	539.70
VESTIS GROUP, INC	2630475246-L	76.23
VESTIS GROUP, INC	2630484897-L	76.23

**TOTAL ALL INVOICES: \$ 8,823.86**

Board member  
adoption:

introduced the following resolution and moved for its

RESOLUTION NO. 2025 - 12  
SETTING 2026 LIBRARY CALENDAR

WHEREAS, THE Library Board is responsible for establishing the library calendar of dates open and closed and the time and location of its regular meetings,

NOW THEREFORE BE IT RESOLVED that the following calendar is established for 2026:

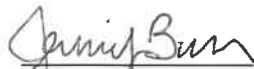
Thursday, January 1	New Year's Holiday	Closed
Monday, January 19	Martin Luther King Day	Closed
Monday, February 16	President's Day	Closed
Monday, May 25	Memorial Day	Closed
Friday, June 19	Juneteenth	Closed
Friday, July 3	Independence Day	Closed
Monday, September 7	Labor Day	Closed
Wednesday, November 11	Veteran's Day	Closed
Thursday November 26	Thanksgiving	Closed
Friday, November 27	Day after Thanksgiving	Closed
Thursday, December 24	Christmas Holiday	Closed
Friday, December 25	Christmas Holiday	Closed

The Library Board will meet in City Council Chambers the second Wednesday of the month at 5 p.m. The November 2026 Library Board meeting date is 11/10 (Tuesday) due to the Veteran's Day holiday.

Adopted this 19th day of November 2025.

  
Cyndy Martin, President

Attest:

  
Jennifer Barr, Secretary

Board member  
voted in favor thereof:

seconded the foregoing resolution and the following

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

RESOLUTION NO. 2025-11  
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 – \$1,034.73**

**Grand Rapids Area Library Friends - \$389.48 Flowers**

**PEO Chapter DB - \$500.00**

Adopted this 19th day of November 2025

  
Cyndy Martin, President

  
Jennifer Barr, Secretary