

GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, March 12, 2025

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, March 12, 2025 at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

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

CALL OF ROLL:

Present: Barr, Casteel, King, Litchke, Martin, Richards, Squadroni, Teigland

Absent: Dobbs

Staff: Will Richter, Library Director

APPROVAL OF AGENDA:

Motion to approve agenda.

Mover: Richards

Seconder: Casteel

Result: Passed unanimously

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

None

APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting Minutes from the 02-12-2025 meeting.

Motion to approve Minutes from the February meeting.

Mover: Teigland

Seconder: Squadroni

Result: Passed unanimously

COMMUNICATIONS:

Thank you cards from a recent school visit were passed around.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

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

Motion to approve payment of the Library Bill.

Mover: Richards

Seconder: Teigland

Result: Passed 8-0 via roll-call

CONSENT AGENDA (Roll Call Vote Required):

3. Consider adopting a resolution accepting donations.

Motion to approve Consent Agenda.

Mover: Barr

Seconder: Litchke

Result: Passed 8-0 via roll-call

REGULAR AGENDA:

4. Consider submittal of Minnesota Public Library Annual Report and authorize the Board Chair and Library Director to sign the Approval Form.

Motion to approve Annual Report and authorize Board Chair and Library Director to sign the authorization form.

Mover: Richards

Seconder: Casteel

Result: Passed unanimously

5. Update on Minnesota Digital Library Phase 21 Application

Informational.

UPDATES:

Friends

By Teigland: Spring sale 4/14; Summer sale 7/11&12; annual meeting 6/4

Foundation

By Barr: met 2/20 to learn about 2025 projects

STAFF REPORTS:

6. Review library reports and statistics.

Library Director Richter reviewed library activities for the month of February.

ADJOURNMENT:

Meeting adjourned at 5:41 by Chair Martin.

NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 9, 2025, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 12, 2025

DATE: 03/05/2025
 TIME: 13:05:54
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/12/2025

| VENDOR # | NAME | AMOUNT DUE |
|---|--------------------------------|-------------|
| ----- | | |
| PUBLIC LIBRARY | | |
| 0114200 | ANDERSON GLASS | 3,564.14 |
| 0118100 | VESTIS GROUP INC | 138.71 |
| 0118660 | ARROWHEAD LIBRARY SYSTEM | 33.97 |
| 0201428 | BAKER & TAYLOR LLC | 1,687.33 |
| 0212124 | BLACKSTONE PUBLISHING | 329.00 |
| 0221650 | BURGGRAF'S ACE HARDWARE | 50.96 |
| 0305485 | CENGAGE LEARNING INC | 27.19 |
| 0718010 | CITY OF GRAND RAPIDS | 3,493.34 |
| 0718060 | GRAND RAPIDS HERALD REVIEW | 1,281.00 |
| 0914540 | INNOVATIVE OFFICE SOLUTIONS LL | 7,578.13 |
| 1309055 | MIDWEST TAPE LLC | 238.40 |
| 1309525 | UNIVERSITY OF MN (MINITEX) | 150.00 |
| 1605665 | PERSONNEL DYNAMICS LLC | 1,318.20 |
| 1901535 | SANDSTROM'S INC | 100.93 |
| 2018680 | TRU NORTH ELECTRIC LLC | 1,327.65 |
| 2114356 | UNIQUE MANAGEMENT SERVICES | 186.40 |
| TOTAL UNPAID TO BE APPROVED IN THE SUM OF: | | \$21,505.35 |
| CHECKS ISSUED-PRIOR APPROVAL | | |
| PRIOR APPROVAL | | |
| 0100053 | AT&T MOBILITY | 54.63 |
| 0113105 | AMAZON CAPITAL SERVICES | 240.21 |
| 0205640 | LEAGUE OF MN CITIES INS TRUST | 2,542.41 |
| 0605191 | FIDELITY SECURITY LIFE | 6.90 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 54,548.63 |
| 1209520 | EMILY LINDNER | 150.00 |
| 1301146 | MARCO TECHNOLOGIES, LLC | 124.21 |
| 1305725 | METROPOLITAN LIFE INSURANCE CO | 80.64 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 1,347.52 |
| 1309335 | MINNESOTA REVENUE | 46.18 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 10,632.00 |
| 1518725 | HALLEY ORTENBLAD | 100.00 |
| 1601750 | PAUL BUNYAN COMMUNICATIONS | 324.96 |
| 1618120 | MADELYN R PRATTO | 50.00 |
| 2209665 | VISA | 2,090.00 |
| 2301700 | WM CORPORATE SERVICES, INC | 145.86 |
| TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: | | \$72,484.15 |
| TOTAL ALL DEPARTMENTS | | \$93,989.50 |

RESOLUTION NO. 2025-03
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,

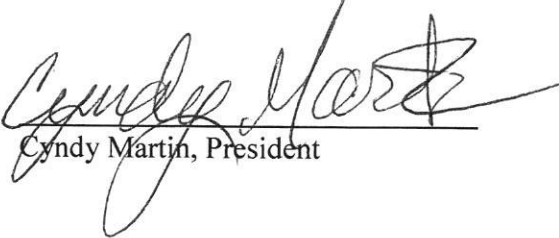
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

Aletta Frisby - \$240.00 in Jimmy John's gift cards for staff lunches


Grand Rapids Area Library Foundation - \$1,953.85

Grand Rapids Area Library Friends - \$7,265.01

Adopted this 12th day of March 2025



Cyndy Martin, President



Jennifer Barr, Secretary



2024 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Please print the name of the library submitting this form below.

Grand Rapids Area Library
Name of Library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

Cindy Martin 03/12/25 County
Signature and Date of Library Board President/City or County Representative

Cindy Martin 03/12/25 County
Printed Name of Library Board President/City or County Representative

WJT 3/12/25
Signature and Date of Library Director

Will Richter
Printed Name of Library Director

Please return this signed form by mail, email, or fax to:

State Library Services
Minnesota Department of Education
400 NE Stinson Blvd
Minneapolis, MN 55413

Email: verena.getahun@state.mn.us
Fax: 651-582-8752



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.