

# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, February 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, February 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, Dobbs, King, Litchke, Martin, Richards, Teigland, Squadroni

Absent: Casteel

Staff: Will Richter

Introduction of new board member: Tabby Litchke

## APPROVAL OF AGENDA:

Motion to: approve agenda

Mover: Richards

Seconder: Dobbs

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 01-08-2025.

Motion to: approve 01-08-2025 Minutes

Mover: Teigland

Secunder: Richards

Result: Passed unanimously

COMMUNICATIONS:

None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider approval of the Bill List.

Motion to: approve payment of Bill List

Mover: Dobbs

Secunder: Teigland

Result: Passed 8-0 via roll-call

CONSENT AGENDA (Roll Call Vote Required):

3. Consider approval of a contract with Halley Ortenblad for a series of Lego Programs.

4. Consider adopting a resolution accepting donations.

Motion to: approve Consent Agenda items

Mover: Dobbs

Secunder: Barr

Result: Passed 8-0 via roll-call

REGULAR AGENDA:

5. Review 2025 Arrowhead Library System Budget Summary.

Informational

6. Discuss Arrowhead Library System invoice for automation costs.

Informational

7. Discuss Minnesota Library Association Advocacy Toolkit.

Informational

UPDATES:

Friends & Foundation

Friends update by Teigland – Spring sale TBD

Foundation update by Barr – next meeting 2/20

STAFF REPORTS:

8. Review library reports and statistics.

Informational – Library Director gave an overview of library reports and statistics

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:35 PM

NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 12, 2025, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 12, 2025

DATE: 02/05/2025  
 TIME: 15:38:03  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/12/2025

VENDOR #	NAME	AMOUNT DUE
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PUBLIC LIBRARY		
0118100	VESTIS GROUP INC	130.58
0118660	ARROWHEAD LIBRARY SYSTEM	88.76
0201428	BAKER & TAYLOR LLC	2,859.25
0212124	BLACKSTONE PUBLISHING	141.00
0221650	BURGGRAF'S ACE HARDWARE	124.54
0305485	CENGAGE LEARNING INC	6,006.79
0421455	DULUTH NEWS TRIBUNE	359.29
0715808	GOVCONNECTION INC	301.90
0718010	CITY OF GRAND RAPIDS	1,746.67
0914540	INNOVATIVE OFFICE SOLUTIONS LL	1,040.32
0920003	ITASCA AREA SCHOOLS	1,400.00
1309525	UNIVERSITY OF MN (MINITEX)	150.00
1605665	PERSONNEL DYNAMICS LLC	1,279.41
1901535	SANDSTROM'S INC	293.50
2114356	UNIQUE MANAGEMENT SERVICES	174.75

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$16,096.76

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.62
0113105	AMAZON CAPITAL SERVICES	824.10
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	76,563.74
1209520	EMILY LINDNER	150.00
1301146	MARCO TECHNOLOGIES, LLC	124.21
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	844.60
1516220	OPERATING ENGINEERS LOCAL #49	10,092.00
1601750	PAUL BUNYAN COMMUNICATIONS	324.96
1618120	MADELYN R PRATTO	50.00
1621130	P.U.C.	2,339.61
2209665	VISA	547.73
2301700	WM CORPORATE SERVICES, INC	291.72

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$92,290.33

TOTAL ALL DEPARTMENTS \$108,387.09



December 27, 2024

Halley Ortenblad  
6860 Re Echo Ridge Dr NE  
Remer, MN 56672

Dear Ms. Ortenblad:

I am pleased that you will be leading a series of monthly Lego programs developed for school-age children. These programs will be held 1/27/2025, 2/24/2025, 3/24/2025, and 4/28/2025.

The Library will pay you \$50 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. Payments will be made monthly, after the programs are completed. If these arrangements are agreeable, please sign below, and return this contract, and a completed W-9 form, to the library.

My e-mail is: wrichter@grandrapidsmn.gov. Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

Will Richter  
Library Director

These terms are acceptable:

Halley Ortenblad  
Signature

1/6/2025  
Date

Approved for the Board of Directors:

Cynthia Harris

02/12/25

RESOLUTION NO. 2025-02  
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,

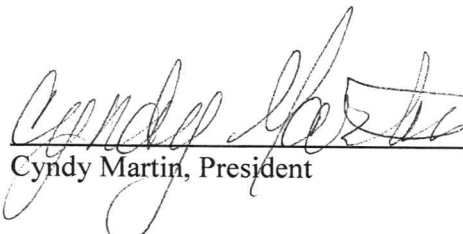
NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:


**Grand Rapids Area Library Foundation - \$2,080.71**

**Grand Rapids Area Library Friends - \$382.54**

**H. Gardner - \$200.00**

Adopted this 12th day of February 2025

  
\_\_\_\_\_  
Cyndy Martin, President

  
\_\_\_\_\_  
Jennifer Barr, Secretary