

# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, June 14, 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, June 14, 2023 at 5:00 PM.

## CALL TO ORDER:

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

## CALL OF ROLL:

Present: Barr, Dobbs, Lassen, Martin, Richards, Squadroni (5:05 PM)

Absent: Blocker, Kee, Teigland

## APPROVAL OF AGENDA:

Motion to approve agenda as presented

Mover: Richards

Seconder: Lassen

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 05-10-2023.

Motion to approve Minutes as presented

Mover: Richards

Secunder: Lassen

Result: Passed unanimously

COMMUNICATIONS:

None

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review financial reports and consider payment of Bill List as presented.

Motion to approve payment of Bill List as presented

Mover: Richards

Secunder: Dobbs

Result: Passed 5-0 roll-call

Aaron Squadroni joined the meeting

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations as listed on Donation Resolution 2023-7.

4. Consider approval of contracts for Summer Reading programs.

Motion to approve the Consent Agenda as presented

Mover: Dobbs

Secunder: Richards

Result: Passed 6-0 roll-call

REGULAR AGENDA:

5. Arrowhead Library System 2023 Budget

Informational

6. Library Facade Repair Project Update

Informational

UPDATES:

Friends

By Lassen: annual meeting was well attended (45+), lots of signups and renewals. Book sale is 7/7 & 7/8 at CPC.

Foundation

By Barr: next meeting is in September

STAFF REPORTS:

7. May 2023 Library Reports and Statistics

Informational

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:29 PM

NEXT REGULAR MEETING IS SCHEDULED FOR JULY 12, 2023, AT 5:00 PM.

ATTEST: Will Richter, Director of Library Services

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JUNE 14, 2023

DATE: 06/07/2023  
 TIME: 15:35:08  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/14/2023

VENDOR #	NAME	AMOUNT DUE
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PUBLIC LIBRARY		
0118100	ARAMARK UNIFORM SERVICES	88.44
0118660	ARROWHEAD LIBRARY SYSTEM	403.66
0201428	BAKER & TAYLOR LLC	2,884.68
0212124	BLACKSTONE PUBLISHING	454.81
0701650	GARTNER REFRIGERATION CO	594.03
0718010	CITY OF GRAND RAPIDS	2,903.10
0914325	INGRAM ENTERTAINMENT INC.	225.79
0914800	INVEST EARLY PROJECT	200.00
1901535	SANDSTROM'S INC	212.54
1920065	STAR TRIBUNE	699.30
2018228	TREETOP PRODUCTS INC	1,943.82
2114356	UNIQUE MANAGEMENT SERVICES	104.85
T001413	LAKE COUNTRY HEARTH & PATIO	3,962.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$14,677.02

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0113105	AMAZON CAPITAL SERVICES	257.34
0605191	FIDELITY SECURITY LIFE	6.90
0718015	GRAND RAPIDS CITY PAYROLL	44,829.57
1301146	MARCO TECHNOLOGIES, LLC	120.43
1305725	METROPOLITAN LIFE INSURANCE CO	76.14
1309199	MINNESOTA ENERGY RESOURCES	482.42
1309335	MINNESOTA REVENUE	54.87
1516220	OPERATING ENGINEERS LOCAL #49	9,612.00
1601750	PAUL BUNYAN COMMUNICATIONS	317.04
1621130	P.U.C.	2,389.94
2209665	VISA	493.40
2301700	WM CORPORATE SERVICES, INC	141.62

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$58,781.67

TOTAL ALL DEPARTMENTS \$73,458.69

RESOLUTION NO. 2023-7  
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

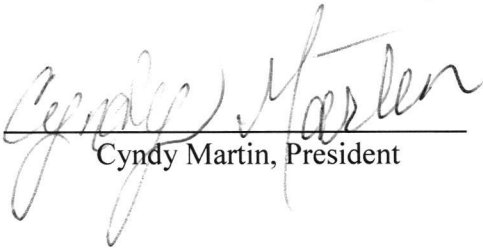
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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 \$3,449.53 Summer Reading Program supplies, Children’s Library Furniture, Media Drop installation, April Online Story Time**

**Grand Rapids Area Library Friends \$3,962.00 Yard Furniture**

Adopted this 14th day of June 2023

  
\_\_\_\_\_  
Cindy Martin, President

  
\_\_\_\_\_  
Deb Kee, Secretary



June 14, 2023

Emily Lindner  
23222 Old Stones Throw Road  
Grand Rapids, MN 55744

Dear Ms. Lindner:

I am pleased that you will be leading a series of three book club meetings developed for school age children. These programs will be held June 20, 2023, July 11, 2023, and August 8, 2023.

The Library will pay you \$100 for each program. This fee will include your prep time, as well as set-up, programming, and clean-up time. In addition, the Library will pay you \$50 for program materials and snacks, for a total payment of \$150 per program. 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@ci.grand-rapids.mn.us](mailto:wrichter@ci.grand-rapids.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Will Richter".

Will Richter  
Library Director

These terms are acceptable:

A handwritten signature in black ink, appearing to read "Emily Lindner".  
\_\_\_\_\_  
Signature

A handwritten date "6/14/23" in black ink.  
\_\_\_\_\_  
Date

Approved for the Board of Directors:

A handwritten signature in black ink, appearing to read "Will Richter".  
\_\_\_\_\_

A handwritten date "6/14/23" in black ink.  
\_\_\_\_\_



June 14, 2023

Isabelle Pratto  
2004 Oak St.  
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of eight weekly Lego programs developed for school age children. These programs will be held 6/9/2023, 6/16/2023, 6/23/2023, 6/30/2023, 7/7/2023, 7/14/2023, 7/21/2023, 7/28/2023.

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 weekly, 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@ci.grand-rapids.mn.us](mailto:wrichter@ci.grand-rapids.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

A handwritten signature in black ink that reads "WRT".

Will Richter  
Library Director

These terms are acceptable:

A handwritten signature in black ink that reads "Isabelle Pratto".  
\_\_\_\_\_  
Signature

A handwritten date in black ink that reads "6/14/2023".  
\_\_\_\_\_  
Date

Approved for the Board of Directors:

A handwritten signature in black ink that reads "Candy Foster".  
\_\_\_\_\_  
Signature

A handwritten date in black ink that reads "6/14/2023".  
\_\_\_\_\_  
Date



June 14, 2023

Madelyn Pratto  
2004 Oak St.  
Grand Rapids, MN 55744

Dear Ms. Pratto:

I am pleased that you will be leading a series of eight weekly Lego programs developed for school age children. These programs will be held 6/9/2023, 6/16/2023, 6/23/2023, 6/30/2023, 7/7/2023, 7/14/2023, 7/21/2023, 7/28/2023.

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 weekly, 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@ci.grand-rapids.mn.us](mailto:wrichter@ci.grand-rapids.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your programs.

Sincerely,

A handwritten signature in black ink, appearing to read "WR", written over a horizontal line.

Will Richter  
Library Director

These terms are acceptable:

Madelyn Pratto  
Signature

6/14/2023  
Date

Approved for the Board of Directors:

Cydney Foster

6/14/2023