**West Point Public Library Board Minutes**

**November 12, 2024 at 6:00 p.m.**

**Present:** Carl Johnston, Mary Link, Vicky Lundeby, Melinda Robey, Pat Krogmeier

**Absent:** Suzanne Menke, Bob Winnike

**Agenda Approval:** Moved by Vicky, seconded by Melinda

**Minute Approval:** Moved by Vicky, seconded by Melinda

**Bill Approval:** Moved by Melinda, seconded by Vicky

**Reports:**

 Dara reported Circulation, Patrons in library, and Children’s Programs saw an increase from last month. Hoopla received eighty-one check outs. Drake Hardware and Software will perform their quarterly computer updates on Friday, November 15th. Dara has been working with Dana from Drake Hardware to secure email addresses for staff as the State Library of Iowa will no longer support an email for state libraries as of May 1, 2025. The library will be switching to Microsoft 365 Business which is free for nonprofits. Gayle Holtkamp has donated two antique baby dolls which were her mother’s, Ruth Ann Knapp. The library will encourage juvenile reading by having a winter reading challenge in the months of January and February. Due to the retirement of two state librarians, the library’s accreditation cycle has been extended to June 30, 2027. Tracy Parks continues to facilitate the liquidation of Ralph and Patricia Hoenig Investments transferring the remainder into the Hoenig cash account. The Ruth Suckow Traveling Exhibit will be part of a Summer Reading Program from July 6, 2025 to August 3, 2025. The upcoming Summer Reading Program theme is, “Level Up at Your Library.” The library received $1,438.50 from Direct State Aid for FY2025. Dara evaluated her staff who she spoke highly of and gave them all excellent reviews. The Board Members completed an evaluation of Dara with all in agreement that we are extremely fortunate to have her as the Library Director. The Board is beginning to discuss the FY2026 budget.

 **New Business:**

 With a motion made by Melinda, seconded by Vicky with all in favor of the library closing Wednesday, November 27, 2024 at 4:00 pm. and all-day Friday through Sunday for Thanksgiving. The current 20-year-old Fire Panel is in need of updating. Dara has contacted Per Mar to install a new Honeywell Fire Panel for $2,474.98 with a monthly service charge of $143.79 which also includes Per Mar Security System for the library. Vicky made a motion to approve, seconded by Melinda with all in favor.

 Melinda made a motion to adjourn, seconded by Vicky with all in favor. The meeting adjourned at 7:20 p.m. Respectfully submitted by Patricia Krogmeier