

Regular Meeting
Martinsburg-Berkeley County Public Library Commission
5:00 p.m. – October 23, 2025
North Berkeley Public Library

Call to order: Lakyn Ausherman, President, called the regular meeting of the Martinsburg-Berkeley County Public Library Commission to order at 5:02 p.m. in the North Berkeley Public Library

Voting members: Lakyn Ausherman, President, Sara Douglass, Vice Chair; Alisa Mills, Secretary; Ian Gingold, Treasurer

Non-voting members: Gretchen Fry, MBCPL Director; Lynn Walker, Finance and Human Resource Manager

Review of the October 2, 2025, Regular Meeting Minutes:

Approved by Gingold, seconded by Douglass, all approved

Financial Report:

The Financial Report ending September 30, 2025, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Gingold seconded by Douglass, all approved by unanimous vocal vote.

Director's Report:

The Director's Report was presented by Gretchen Fry and will be included in the minutes.

Based on the director's report, the Board would like a written statement from Boland regarding the reliability of the open plenum system. Douglass/Gingold. All approved.

Facilities Report:

The Facilities Report was presented by Lynn Walker and will be included in the minutes.

Unfinished Business:

HVAC construction completion date: December 9

New business:

Library closing schedule approved on a Douglass/Gingold motion. All approved.

Move to cancel normal Nov/Dec meeting and meet Dec. 18th at Musselman Library. Douglass/Gingold.

Motion to adjourn by Gingold/Douglass

Meeting adjourned 5:47 p.m.

Respectfully submitted,

Alisa Mills

Facility Report – October 2025

- Martinsburg Building Update ☒ On October 16, 2025, I discussed the general cleaning of the library, including the bathrooms, following an email and photos I sent to Keith Kirtley.
- Keith went in and cleaned the bathrooms and is arranging for a dumpster to be delivered on-site for the disposal of construction materials. However, general trash (food and other waste) still needs to be placed in the trash cans and taken to the curb for collection.
- The urinal is currently clogged; a plumber will be scheduled to repair it.
- The fireproofing company is scheduled to finish their work by Friday, October 24, 2025, and they are coordinating with the State Fire Marshal to schedule a ceiling close-in inspection during the week of October 26, 2025.
- Scaffolding is being put up to finish the fireproofing that is missing on the high ceiling area, with completion expected by Friday, October 24, 2025.
- Boland will repair or replace any drywall that was cut or damaged during this phase.
- A site walkthrough is scheduled for October 21, 2025, to review progress and establish a start date for ceiling grid installation and bulkhead construction.
- The HVAC completion date is estimated for December 9, 2025.
- Construction of the bulkhead is scheduled to begin the week of October 27, 2025.
- The ceiling grid on the main floor has been installed. Crews will move to the top floor offices next, and once that is complete, furniture will be moved out of the top floor computer area so that finishing work can be completed there.
- The asbestos testing company, WECl and Elevated Elevator, will be onsite Wednesday, October 29, 2025, to test the area in the elevator shaft and inspect the ductwork being reused from the old system. They will perform testing if any material requires it.
- Berkeley County IT is currently installing all cabling for each floor. The major wiring (above the ceiling grid) is expected to be completed by October 24, 2025.
- Coordination continues with WECl and Elevated Elevator to schedule the testing of the area above the elevator shaft and inspect the reused ductwork.
- Brewer is scheduled to begin installation of the new fire alarm system during the week of October 27, 2025.
- Electricians will begin dropping in lights starting the week of October 27, 2025.
- Met today with Sarah Brummett from Preservation Architecture Studio and Julie Butler from The Durable Restoration Company to discuss the deteriorating limestone pillars and facade of the building. It was a productive meeting. They are

fairly certain there is no structural damage and believe the project can be completed in sections. If we receive the Eastern WV Community Foundation grant for \$2,500.00, we will have better numbers and a plan of action. This project likely cannot begin until 2026 due to weather, which will allow time to plan funding for the necessary repairs.

North Berkeley Building Update

- Funk Electric has installed a new LED light on the pole at the front of the library. The previous light was burned out and had not been converted to LED.
- We still need to secure a contractor to build the pavilion.

Hedgesville Building Update

- No updates to report at this time.