

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library – 3rd Floor
July Meeting Minutes
July 23, 2020

Scott Campbell, Chair, called the meeting to order at 4:59PM.

Present: Scott Campbell, Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Karen Greenfield; Gretchen Fry, Librarian. Absent: Gary Wine, Vice Chair.

A quorum being present, the items on the agenda were considered.

Sara Douglass was reappointed by the City of Martinsburg.

A Douglass/Greenfield motion reappointing the current officers was approved by a unanimous voice vote.

The minutes of the June 25, 2020 meeting were approved as amended on a Douglass/Greenfield motion by a unanimous voice vote.

There were no Public Comments.

The Financial Report for the period ending June 30, 2020 presented by Lynn Walker was approved on a Greenfield/Douglass motion with a unanimous voice vote.

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

Unfinished Business:

Reallocation of unspent 2020 funds: A Grey/Greenfield motion encumbering \$110,803 in unspent 2020 funds for continuing facilities improvements in Martinsburg was approved by a unanimous voice vote.

A matter for the information of the Board, with no action proposed or planned was introduced. The Martinsburg Police are concerned that people are congregating on the plaza and asked that the hotspot be turned down or off. There are students using the hotspot for remote class work. The need for safe additional access to hotspots needs to be reviewed and considered.

New Business:

Fiscal year 2020 Audit: Lynn Walker advised the Board that the library staff and materials are ready for review. Materials have already been uploaded to the auditor's website and they are expected to arrive on August 5 & 6 for the work to be done onsite.

This is the second year of a two year contract for the audit. Will need to use the State process to get a new contract for the FY 2021 and FY 2022 audits.

The Douglass/Greenfield motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:41PM.

Respectfully submitted,
Billie J. Grey, Secretary

Directors Report July 2020

Martinsburg- Berkeley County Libraries have seen a steady increase in the number of people coming into our buildings since we opened a month ago, however the volume of visitors is lower than normal. Physical circulation of books is approximately half of what it normally is. We have noticed significantly less children visiting in person both in Martinsburg and the branches. Children's materials are often picked up by parents instead. Drive-thru and no-contact pick-up options remain popular.

Berkeley County Libraries are seeing a demand for both library materials and computers use (especially printing). In Martinsburg we have had a lower demand for passports, due to the fact that most countries are not accepting travelers from the United States.

Musselman library remains closed. We are planning a meeting with the principle and the school librarian to work out a reopening plan. Schools are opening September 8th.

Libraries in surrounding counties are at different levels of reopening. Jefferson County Libraries and Washington County (MD) Libraries are offering curbside only, while Morgan County and Frederick County (VA) Libraries are allowing patrons into their buildings.

The Martinsburg Berkeley County Public Library is advertising for a full-time library associate to work circulation, both in the children's and adult departments in Martinsburg, with the possibility of working at other branches as needed.

Library Maintenance:

Painting on the top and main floors is complete. The carpeted areas of the Children's Department will be replaced with commercial flooring starting the week of July 27th.