

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
February Meeting Minutes
Feb 23, 2023

Karen Greenfield, Chair, called the meeting to order at 5:03PM.

Present: Karen Greenfield, Chair; Lakyn Ausherman, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Ian Gingold. Gretchen Fry, Librarian. Absent: None

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

The minutes of the January 26, 2023 meeting were approved as amended on a Grey/Ausherman motion by unanimous voice vote.

Public comments: None

The Financial Report ending December 31, 2022 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Douglass/Ausherman motion by unanimous voice vote.

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

Unfinished Business:

The proposal with infrastructure improvements from Boland is not ready for review.

New Business:

IRS Form 990 for the Fiscal Year ending 2022 was reviewed and approved on a Douglass/Ausherman motion by a unanimous voice vote.

The Douglass/Gingold motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:43 PM.

Respectfully submitted,
Billie J. Grey, Secretary

Directors Report February 2023

Visit to Charleston for Library Appreciation Day (Library Legislative Day)

I met with Michael Hite, Charles Trump, Jason Barrett, Craig Blair, Patricia Rucker, Don Forsht, Michael Hornby, and Paul Espinoza. I discussed the significant facilities needs of Martinsburg-Berkeley County Public Libraries and requested funding for the Library Facilities Fund. I informed them that we are working on a facilities plan and I would follow up with the findings as soon as the study is complete. I discussed the need to increase the Grants in aid (Lottery Fund) which provides funding on a per-capita basis to all libraries in West Virginia. I met the governor but only for a brief handshake and photo op.

Kanawha County public library tour

Kanawha County has a newly renovated 80,000 square foot Library Facility (Martinsburg has a 24,000 square foot facility). HBM was one of the architects involved in the renovation. I toured the facility, which includes a tool lending library, a coffee shop, and idea lab (makerspace), a drive through, and a laptop vending machine. Kanawha county library has an operating budget (government funded) of approximately \$40 per person, while Martinsburg-Berkeley County public library has an operating budget of \$14 per person. The National average is around \$44 per person. Total project cost \$32 million. The Kanawha County Library foundation, a separate nonprofit, helped raise money for the project (my understanding is that it took many years to do this).

Information on fundraising

I discussed with Hali Taylor, director of the Shepherdstown Library, her fund raising process for the Shepherdstown Library building. She said that an anonymous donation of 1 million started the process. They worked with multiple consultants over the years to help with the project, including two architects, focus group leaders, a survey company, and a fundraising consultant. She has also had a part-time professional fundraiser on staff for over 10 years.

HBM Facilities Study.

I worked Demographic Perspectives (subcontracted by HBM), to define the service areas for each library in Berkeley County. I had multiple discussions with Library Consultant, Anders Dahlgren, to set benchmark parameters for library system. He will compare us with the five largest library systems (in terms of population) in West Virginia. He will also compare us with libraries with similar population that are within 250 mile radius of our facility. Surveys were completed by all library staff.

The HBM team will be visiting all four libraries in person February 27th and February 28th to assess facilities condition and layout. They will be meeting with managers in person to get a full description of facilities challenges.

Program attendance.

Despite the lack of heat in the building, our programs have been well attended in Martinsburg. Over 50 people attended a presentation on Civil Rights historical sites. 60 people attended a recent

performance by a magician. The Martinsburg Library has started a baby Storytime, which has been well attended. Toddler Storytime last week had 55 participants (30 toddlers and 25 adults). That same week, we had 21 teens for dungeons and dragons (between our three groups), 17 teens for anime/manga club and 24 kids and caretakers for family paint night.