

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
April Meeting Minutes
April 22, 2021

Scott Campbell, Chair, called the meeting to order at 5:05PM.

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

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

The minutes of the March 26, 2021 meeting were approved on a Greenfield/Douglass motion by unanimous voice vote.

There were no Public Comments.

The Financial Report ending March 31, 2021 presented by Lynn Walker was approved on a Greenfield/Grey motion by unanimous voice vote.

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

Unfinished Business:

Dana Phelps provided documentation and information about the billing of electricity to libraries. The way the electric bill is calculated, using the approved tariff, reduces the benefit from the solar panels to the Hedgesville library. Credits are being created which may not be used by Hedgesville and may not be shared with other MBCPL branches. This situation needs review and requires information from people outside the library staff and board.

Due to the operational changes required by COVID-19, the budget as approved requires adjustment on a Douglass/Greenfield motion, \$19,000 from Library Programming and \$3,000 from Library Operations were reallocated to Library materials. The motion was approved on a unanimous voice vote.

New Business:

The FYE 2022 Budget prepared by the Budget Committee was reviewed and approved on a Greenfield/Douglass motion by unanimous voice vote.

Executive Session:

On a Douglass/Greenfield motion, approved by unanimous voice vote, the Board went into Executive Session to discuss Personnel Matters at 5:57P.

After completing the discussion, the Board adjourned Executive Session on a Douglass/Greenfield motion by unanimous voice vote at 6:22P.

The Greenfield/Douglass motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:25PM.

Respectfully submitted,
Billie J. Grey, Secretary

Directors Report April 2021

Martinsburg Library and the North Berkeley Library closed for one week when two staff members tested positive for COVID-19 and multiple staff members who met the CDC's definition of "close contacts" needed to quarantine. The majority of our staff will be fully vaccinated by the end of May so we are hopeful that we will not need to close in the future.

Martinsburg repairs/improvements:

Alarm Company repaired a faulty pull station that triggered three false fire alarms.

Berkeley County IT worked with Comcast to replace the library's modem. Berkeley County IT upgraded the wireless access point on the top floor, eliminated the excesses wiring in the new Martinsburg room, and assisted in the new copier installation.

Floors were installed in the new Martinsburg room and reference office. The edges of the new flooring were extended to cover the 1980's tile on the top floor. Library staff temporarily moved the wireless computers to the main floor so that patrons could still use them while the top floor was closed.

The compressor in one of the main HVAC units has failed and will either need to be replaced or a new unit will need to be purchased.

Engineers from Crabtree, Rohrbaugh, & Associates will be visiting the Library on Wednesday April 21 for facilities assessment.

New Copiers:

New copiers installed at all branches and downtown. To enable faxing directly from the copiers, digital phone lines will be installed at North Berkeley and Musselman Libraries. Hedgesville and Martinsburg will tap into existing landlines.

Financial

The Library Commission granted the Listen Eastern West Virginia Library Consortium \$7,394 dollars to spend on Overdrive (Libby) eBooks and eAudiobooks. This is in addition to the 10,000 dollar grant the library received for K-12 materials.

Upcoming:

TLC software upgrade for the Eastern Library Network will occur starting Saturday May 1st at 4:00pm. The Musselman- South Berkeley Library will be closed Sunday April 19th during the upgrade. The major change will be the cataloging module.