

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
August Meeting Minutes
August 24, 2023

Karen Greenfield, Chair, called the meeting to order at 5:00PM.

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. Billie Grey is holding over until an appointment decision is made by the Berkeley County Council.

On a Grey/Douglass motion a slate of officers for the next year was nominated. Karen Greenfield, Chair; Sara Douglass, Vice Chair; Ian Gingold, Treasurer; Lakyn Ausherman, Secretary. The motion was tabled until the next meeting.

The minutes of the July 27, 2023 meeting were approved on a Grey/Douglass motion by unanimous voice vote.

Public comments: Bill Schecker, Vice President of the Hedgesville Friends, expressed concern about the staff structure and turnover.

The Financial Report ending July 31, 2023 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Gingold/Douglass motion by unanimous voice vote.

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

Unfinished Business:

New Business:

Conflict of Interest Statements, prepared by the Library Staff were distributed to the Commission members for review.

On a Douglass/Ausherman motion changes to Library Card policy for Educator Cards as submitted by the Director was approved on a unanimous voice vote.

On a Douglas/Ausherman motion to implement a change in the Employee Health Policy for future full-time employees approved on a unanimous voice vote.

At 6:05P on a Douglass/Gingold motion to go into Executive Session, requesting that the Director remain by a unanimous voice vote.

At 6:11P on a Douglass/Ausherman motion to close the Executive Session by a unanimous voice vote.

No action taken during Executive Session.

The Douglass/Gingold motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:16 PM.

Respectfully submitted,
Billie J. Grey, Secretary

Director's Report August 2023

The library completed its annual statistical report for the period of July 1, 2022 to June 30, 2023. Physical Circulation is up for Martinsburg, Musselman- South Berkeley, and North Berkeley Libraries. Hedgesville remains about the same (slight decrease). Electronic content use continues to rise.

Physical Materials Circulated

	July 1, 2021-June 30, 2022	July 1, 2022 to June 30, 2023
Martinsburg Library	102,330	105,801
Musselman- South Berkeley	21,190	23,600
North Berkeley Library	28,581	29,413
Hedgesville Library	33,583	33,316
Total Physical Materials	185,684	192,130

Electronic Content Use (All Library users in Berkeley County)

	July 1, 2021-June 30, 2022	July 1, 2022 to June 30, 2023
Total Use of Electronic Materials	60,081	88,037
Successful Retrieval of electronic information	47,227	70,532
Total Electronic Content Use	107,308	158,569

Increases were also seen in the categories of overall library attendance, number of library programs offered and attended, and number of materials loaned to other libraries.

Other information.

The library's strategic planning committee will zoom with HBM to discuss the second draft of the facilities plan on Aug 29th.

Upcoming:

The North Berkeley Library will be a drop off site for the Spring Mills Rotatory Club New Shoes and Bags drive. Donations will go to the Children's Home Society.

October 4th- Martinsburg Library will again host Good Will for a second "Cut, Cloth, Work" event.

October 28th- As a Main Street Martinsburg partner, the Martinsburg Library will be participating in the annual food truck fest. The "Kids Zone" will be located on the library's plaza and the library will be in charge of the Kid's Halloween parade.

West Virginia Library News:

Cabell County Library System is expected to lose 1.5 million year because their board of education has decided to drastically cut their funding. Cabell County is facing the same issue Martinsburg-Berkeley County library faced back in 2015. They have a "Special Act" law and the board of education has decided not to follow the Special Act and drastically reduce their funding.

Library Cards

- 1) Library cards are free to West Virginia residents, individuals who pay taxes in West Virginia, and **educators who work in Berkeley County**. Individuals who do not fit this criteria will be charged a yearly fee of \$15.00 per card.
- 2) Residents of Morgan and Jefferson Counties can use their home library card to check out material from MBCPL.
- 3) A library card is needed to check out material from the library or to use library computers
- 4) Replacement cards are \$2.00
- 5) Initial checkout for new card holder is limited to three items.

AND

Educator Card:

Educators who live or work in Berkeley County

Residents of Berkeley County who are educators may request that their card status be changed to educator. Educators can check out up to 40 items per card and have up to 40 holds. Items can be checked out for 9 weeks. DVDs and Audiobooks can be checked out for extended periods of time at the discretion of the manager.

Group Health Insurance

MBCPL provides health insurance for full time employees.

Any full time employee hired before June 30, 2023 will be "grandfathered" in the current health insurance program.

Beginning, July 1, 2023 all full time employees hired will be allotted \$8,500.00 a year to pay for health insurance. The employee can use this allocation to pay for their health insurance for themselves, children or family (as defined by the insurance provider). The total cost for health insurance will be based on the price from WV Highmark BCBS. Once MBCPL receives the cost from Highmark BCBS, the \$8,500.00 will reduce the total cost and the difference will be deducted from the employees payroll check based on a semimonthly allocation. If the total cost is less than \$8,500 a year the employee will not receive the difference. If the employee chooses not to enroll in the health plan they will not receive the allotment of \$8,500.00 in any other form of compensation.

A new allocation will be calculated each year when we receive new rates from Highmark BCBS and any adjustments will take place effective the first pay date in July of the following year.

This policy is subject to change as we review and renew our group health benefits. Please see finance manager for assistance in submitting or with any questions.