

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
March Meeting Minutes
March 24, 2022

Gary Wine, Chair, called the meeting to order at 5:00PM.

Present: Gary Wine, Chair; Karen Greenfield, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Lakyn Ausherman; Gretchen Fry, Librarian; Lynn Walker, Finance and Human Resource Manager. Absent: None.

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

The minutes of the February 24, 2022 meeting were approved as amended on a Douglass/Greenfield motion by unanimous voice vote.

Public comments: None

The Financial Report ending February 28, 2022 presented by Lynn Walker was accepted pending audit on a Douglass/Greenfield motion by unanimous voice vote.

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

Old Business:

The revision of the Meeting Space Policy was discussed but no action was taken.

New Business:

A Greenfield/Douglass motion to use no more than \$10,000 of the Hedgesville Building Fund to purchase new Outdoor Lighting was approved on a unanimous voice vote.

The Douglass/Greenfield motion to go into Executive Session for the discussion of Personnel Matters was approved on a unanimous voice vote at 5:33P

The Ausherman/Greenfield motion to come out of Executive Session was approved on a unanimous voice vote at 5:53P.

Recommendation that an additional Executive Session be scheduled to April to continue the discussion of Personnel Matters.

The Douglass/Greenfield motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:54PM.

Respectfully submitted,
Billie J. Grey, Secretary



Directors Report March 2022

Emily Jones has been hired to be the new Youth Services Librarian. She will oversee both the Children's and Teen Departments.

The West Virginia Library Commission (which used to be an independent agency) is now a section of the West Virginia Department of Arts, History, and Culture. The head of this department is Randall Reid-Smith.

Martinsburg Repairs: The patron elevator has been breaking down consistently and we have had the repair company out multiple times. Now that the weather is warmer, the Children's Department is not as cold.

I am currently working on the RFP for the needs assessment and facilities plan. I hope to have it completed before the next board meeting.

Matt Umstead, Strategic Planning and Communications Director in Berkeley County, is working on a project to renovate the building at 110 West King Street that will house a museum. The ultimate vision is to create a cultural complex that will include the building at 110 West King Street, the Courthouse, and the Library. This project is in early stages. I have discussed with Matt how the project would be beneficial for the library. We discussed possibly moving the library's historical collection off-site, the importance of developing more parking, and the library collaborating with other groups for special displays and events. I will be representing the library at a meeting with Randall Reid-Smith on April 1st.

The library's budget committee met on Monday March 21st. Our next meeting will be April 11th at 3:00pm

I am in the process of applying for 800,000 in Congressionally Directed Spending to install a new HVAC system and install a new roof in Martinsburg.

Upcoming:

Hedgesville Library will have a display as part of the Berkeley 250th celebration

May 14-15. The Martinsburg Library will be a stop on the trolley route for the Founders Day weekend celebration. The Martinsburg Library will open for the special event on Sunday May 15th to welcome guests on the tour.