

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
January Meeting Minutes
January 27, 2022

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

Present: Karen Greenfield, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Lakyn Ausherman; Gretchen Fry, Librarian; Lynn Walker, Finance and Human Resource Manager. Absent: Gary Wine, Chair;.

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

The minutes of the October 28, 2021 meeting were approved as amended on a Douglass/Ausherman motion by majority voice vote with two abstentions.

The minutes of the December 15, 2021 Minutes were approved as amended on a Grey/Ausherman motion by majority voice vote with one abstention.

Public comments: None

The Financial Report ending December 31, 2021 presented by Lynn Walker was accepted pending audit on a Douglass/Grey motion by unanimous voice vote.

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

Unfinished Business:

None

New Business:

None

The Douglass/Grey motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:22PM.

Respectfully submitted,
Billie J. Grey, Secretary

Directors Report January 2022

Library applied for and received a \$150,000 grant from the West Virginia Library Commission for eMaterials (ebooks, eAudiobooks, and eMagazines) for the ELN Overdrive Consortium. The number of eMaterials checkouts has increased significantly every year for the last four years. Last calendar year, the ELN Consortium members check out over 90,000 materials. Berkeley County Students checked out 8,919 eMaterials with the SORA app.

The Grand opening of the Berkeley County 250th History Exhibit on New Year's Eve at the Martinsburg Library was highly successful. Over 375 people attended. The Grand Opening coincided with Main Street Martinsburg's Apple Drop which was also well attended.

In the last five months over 455 Teens have attended programs at the Martinsburg Library. Programs are run by Teen and Tween Librarian Emily Jones and include Book Club, Art Club, Anime Manga Club, and Dungeons and Dragons.

All of Martinsburg Berkeley County libraries are making appointments for tax services provided by the AARP. Due to high levels of COVID in our area, the AARP has elected to go with a drop off/pick up model, rather than in person service.

Martinsburg Repairs. Since the outside temperatures have dropped, the main floor of the library and the children's department are uncomfortably cold. Most staff and patrons wear coats in those areas. This has been a problem every year. The reason for this is described in the recent report by Crabtree and associates (see attached) and they estimated it will cost between \$800,000 to 1 million to repair. This price does not include the additional cost of upgrades to the electrical system. We ordered space heaters for the passport office and the children's department.

We have had multiple issues with our patron elevator and it has been repaired multiple times.

Upcoming:

February 12 at 2:00pm. Sprouting Wings Read Aloud with author Louisa Jaggard and actor Kevin Mambo. Sponsored by Berkeley County Branch of the NAACP and the nonprofit organization Greatest Stories Never Told. (Event was originally scheduled for MLK day but was rescheduled due to weather).

March 7th Library Day at the Legislature

April (Date to be determined). Main Street's Chocolate Festival and Book Faire. Library will be participating. More details to come.

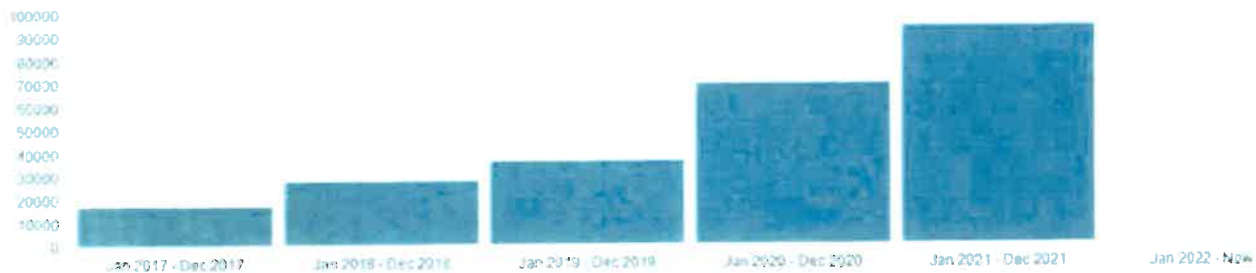
Overdrive Report for ELN Consortium

Trends

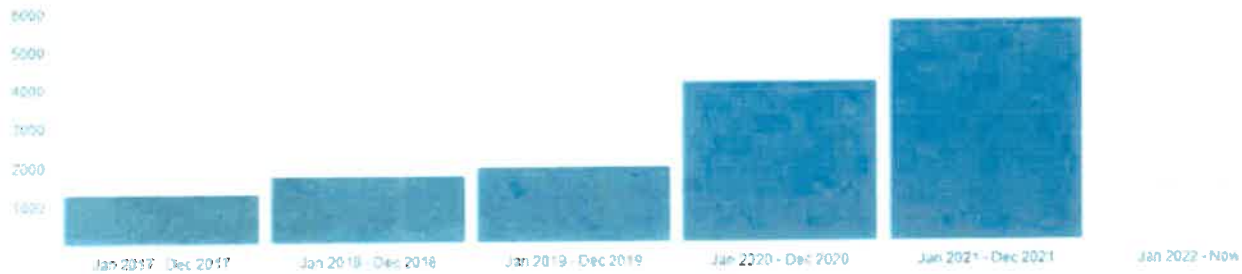
Jan 2017 - Dec 2017

Year over year

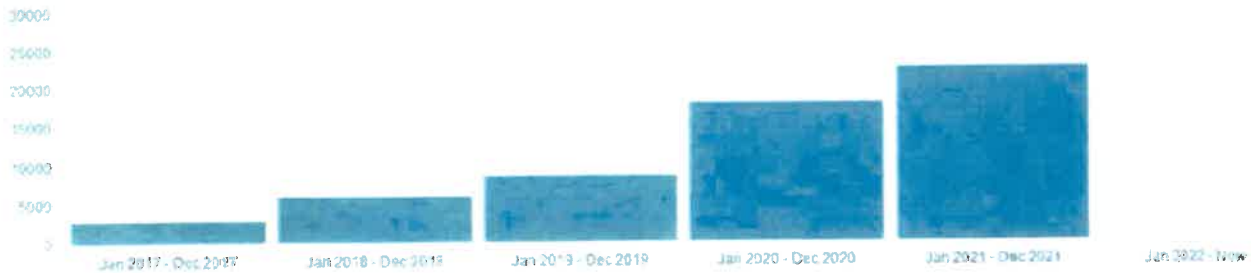
Checkouts: Year over year



Unique users: Year over year



Holdings: Year over year



User activity

Mechanical

The majority of the library is served by the original air handler located in the lower floor main mechanical room. The system was converted to a split DX heat pump system several years ago and there are two DX coils in the air handler that are connected to two split condensers located on the roof. The original system was setup to have electric zone reheat coils to provide some zoning capability, but when the unit was converted to a DX heat pump system the controls were modified so that the unit functions as a single zone unit with a single thermostat located on the main floor near the circulation desk. This combined with the fact that we were only able to locate a single return air opening for the unit, which is a low wall return on the lower floor near the children's circulation desk, help to explain why there are constant comfort issues and areas of the building that do not get adequate air flow and/or conditioning. There is an opening in the wall of the lower floor main mechanical room that, in theory, allows for the air handling unit to pull in some ventilation air, however there does not appear to be a way to modulate this or ensure that correct amount of code required ventilation is being provided at any given time. The existing/original air handling unit takes up a majority of the space in the existing lower floor mechanical room, and to replace it, the unit would have to be disassembled and cut up in to small pieces. Upon removing the old unit, it would be very difficult to get a new air handling unit into the mechanical room and therefore we would recommend a different approach for a replacement system. We would recommend providing conditioning with a VRF system that could have the outdoor condensing units located on the roof and a dedicated outdoor air system (DOAS) to provide the code required ventilation to the building. The DOAS unit as well as the VRF system would utilize the existing mechanical chase, that communicates from the top floor to the lower floor, to run ductwork and piping to the spaces/zones.



When the West side of the original building was added on to, several split DX heat pump systems were added to serve the spaces/zones in the addition. We would recommend serving these spaces/zones with the same VRF/DOAS system that we proposed above as a replacement for the main air handling unit located in the lower-level mechanical room.

Electrical

Electrical Service Entrance

The building has one main electrical service provided by GPU Energy. A pad-mount transformer located near loading dock provides service to the building. There is an electrical room located on the first floor in the middle of the building. There appear to be two breakers serving as service disconnects for the service. The total service is rated 277/480V/three phase/four wire at 1600A and is manufactured by Square D. There are two main disconnects for the building. One main breaker is 1000A/3p and serves all panels and general loads in building. The other main breaker is 600A/3p and serves the motor control center attached to main distribution. The motor control center feeds a majority of the HVAC equipment in the building. The main entrance electrical equipment is original to the building and is located in an area that does not meet NEC service requirements. Breakers to fit this equipment are very expensive and hard to find. The existing services appear to be able to support existing and new/future infrastructure. The largest additional load to the building would be new HVAC, so parts of the electrical entrance would have to be modified to support the HVAC. This entrance should be modified and new equipment installed as well as reworking walls in area to allow clearance as required by NEC. Available fault currents should be provided on all new/existing panelboards as part of electrical renovation. If current comes back higher than panel, existing panels may have to be replaced. There appears to be no TVSS on main electrical entrance. This is not required by code, but should be considered given all high end and sensitive electronics in space.

