

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

Karen Greenfield, Chair, called the meeting to order at 5:02PM.

Present: Karen Greenfield, Chair; Lakyn Ausherman, Vice Chair; Billie Grey, Secretary; Ian Gingold. Gretchen Fry, Librarian. Absent: Sara Douglass, Treasurer.

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

The minutes of the February 23, 2023 meeting were approved on a Grey/Gingold motion by unanimous voice vote.

Public comments: None

The Financial Report ending February 28, 2022 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Ausherman/Gingold 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 for hiring an Owner's Representative for the Martinsburg Library HVAC and Electrical Project was deferred to the April Meeting. There was a discussion of the technical complexity of the project and the importance of the timing of work which will be done by different contractors. Two potential vendors have been contacted and an additional one was identified and will be contacted.

The critical repairs for the Martinsburg HVAC were reviewed on a Gingold/Ausherman motion. The Martinsburg library is currently relying entirely on emergency bypass electric heat. This requires active monitoring and adjustment several times during the day and when the library is closed. It is also expensive, so that the Martinsburg library has expended 84.8% of the funds allocated for electricity during 66.7% of the year. The air conditioning has failed. Waiting until the major infrastructure upgrade project will mean that the excessive expenditure for heat will continue until the weather warms, and the library will have no HVAC during the Summer. Two proposals from Chambers HVAC Professional, LLC were reviewed and discussed.

On a Gingold/Ausherman motion the expenditure of \$32,778.34 for emergency HVAC repairs and replacement as described in the two proposals was approved by unanimous voice vote.

New Business:

The Budget Committee consisting of Sara Douglass, Lakyn Ausherman, Ian Gingold, Gretchen Fry, and Lynn Walker was appointed on a Ausherman/Gingold motion by unanimous voice vote. The plan is to have a Budget for Board review at the April Board meeting.

The Gingold/Ausherman motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:03 PM.

Respectfully submitted,  
Billie J. Grey, Secretary

## Directors Report March 2023

\$1 million dollars was appropriated to the Library Facility Fund in the State Budget signed by the Governor. Curator Reid-Smith made the request and worked with members of WVLA (including myself) to educate delegates and representatives about the facilities needs of West Virginia Libraries. This is a great start, but does not come close to addressing the estimated \$56 million in critical facilities needs that were identified in a 2017 West Virginia public library assessment.

This is the first time there has been any money added to the Facility Fund. It is expected that we will be able to apply for funds sometime after July 1, 2023, but we are waiting for further guidance from the Library Section of Arts and Culture.

I applied for a \$700,000 Congressional Spending request from Senator Manchin to help fund the Martinsburg library's HVAC and electrical upgrades. The application included letters of support from the Berkeley County Council, Mayor of Martinsburg, and Main Street Martinsburg.

I plan to submit two more grant applications by the end of the month, one for \$50,000 from T-Mobile and a second, the WV Cultural Facilities and Capital Resources grant. The grant writer from Boland has been working with me on appropriation requests and grant applications.

### Update on Library Facilities Study:

The HBM team visited on February 27<sup>th</sup> and 28<sup>th</sup> to assess the physical condition of each library. The library consultant on their team, Anders Dahlgren, has been working on a series of Institute for Museum and Library Services (IMLS) benchmarking studies for us. The demographics consultant has defined the service area for each library based on patron library card home location and patron address. They are working on population projections for each service area.

The next phase is the community needs assessment. To start, a short questionnaire has been developed and the library staff will be distributing questionnaires at the home Home Show this Saturday and Sunday.

### **Upcoming:**

March 23<sup>rd</sup>- 5:30pm- 7:30pm Martinsburg Public Library will host best-selling author Margret Peterson Haddix.

March 25<sup>th</sup> and March 26<sup>th</sup>. Saturday 10am-6pm and Sunday 10am-4pm. The library will be participating in the Home Show at the Martinsburg Roundhouse.

May 11<sup>th</sup> 5:00pm- 7:00pm. Opening reception for Interwoven Museum Display at the Martinsburg Library