

**Martinsburg-Berkeley County Public Library Commission**  
**Martinsburg Berkeley County Public Library**  
**October Meeting Minutes**  
**October 26, 2023**

Karen Greenfield, Chair, called the regular meeting of the Martinsburg Berkeley County Library Commission to order at 5:02 PM in the Martinsburg Library.

**Attendees:**

Voting Members: Karen Greenfield, Chair; Sara Douglass, Vice Chair; Ian Gingold, Treasurer, Lakyn Ausherman, Secretary; Robert Mahaffey, Member Absent: None

Non-voting Members: Gretchen Fry, MBCPL Director.; Lynn Walker, Finance and Human Resource Manager; H. D. Boyd, Berkeley County Commissioner and MBCPL Liaison

Guests: Dana Phelps, Denise Shanholz, Jan Patrick, Cheryl Rodgers, David Porterfield, Keith Hammersla, Sarah Shewbridge, Mathew Bernstein- Reference Librarian

**Approval of Minutes:**

The minutes of the September 17, 2023 meeting were approved on a Douglass/Gingold motion by unanimous voice vote.

**Public comments:**

Dana Phelps, Manager of the Hedgesville and North Berkeley Libraries, introduced Friends of the North Berkeley and Hedgesville Library members Denise Shanholz, Treasurer of North Berkeley Friends; Jan Patrick, President of Hedgesville Friends; and Cheryl Rodgers, President of North Berkeley Friends.

Dana Phelps read a letter from Sherry Dockenev and Ruby Foltz dated October 12, 2023 and presented a check for \$8,187.55 to be applied to the North Berkeley Library Building Fund. The letter is included in the minutes.

**Financial Report:**

The Financial Report ending September 30, 2023 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Douglass/Gingold motion by unanimous voice vote.

**Director's Report:**

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

**Unfinished Business:**

Due to a 38.4 percent increase on the price quoted to Lynn Walker for the Martinsburg Roof project, a Gingold/Douglass motion to sever the relationship with current roof project contractor Harmon and recover \$69,950.00 was approved by unanimous voice vote. This project will be put back out on bid.

The Library Commission is currently waiting on a price on the Martinsburg HVAC project from the contractor, Boland.

**New Business:**

Robert Mahaffey, Berkeley County's 2023 cycle Library Commission member was introduced to the board.

Peter Bolek, President and Director of Design at HBM Renee Downing, and Anders Dahlgren presented the deliverable report from the Master Facilities Plan. The report [can be found at mbcpl.org](https://www.mbcpl.org).

Both the regular November and December Library Commission meetings will be canceled due to the holidays. The next Library Commission meeting will be Thursday, December 14th, 2023 at 5:00pm in the Martinsburg Library.

The 2024 Holiday Closures dates were approved as submitted and will be included in the minutes.

The Gingold/Douglass motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:26 PM.

Respectfully submitted,  
Lakyn Ausherman

October 12, 2023

Dear Martinsburg- Berkeley County Public Library Commission,

Enclosed is a check for \$8,187.55 which is money collected by Bill Hearn, Rose Straley, Ruby Foltz and Sherry Dockeney on behalf of the Marlowe Community in 2004 after the closure of the North Berkeley Library on Nestle Quarry Road. The money has been kept in trust for the North Berkeley Library in hopes that a permanent facility will someday be built on the current property at 1255 TJ Jackson Drive Falling Waters, the land donated by Allen Henry. Please apply this money to the North Berkeley Library Building Fund as reported monthly at your Board meeting.

Sincerely,

Sherry Dockeney  
Ruby L. Foltz  
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**Directors Report**  
**October 2023**

I attended WVLA (West Virginia Library Association) conference in Huntington, WV. I spoke to the lawyer for the Cabell County Public Library system about their upcoming lawsuit against the Cabell County School Board. He said that the Cabell County Public Library has the words "Excess Levy" in their special law so that differentiates them from the other "Special Law" libraries in West Virginia (including Martinsburg-Berkeley County).

At the WVLA conference, Commissioner Randall Reid Smith announced that he will be making a request for a 2 million dollar appropriation for the Library Facilities Fund. He will also be requesting an appropriation for library operating expenses as well, but it is unclear if this would be for all libraries, or only libraries who receive less state support because of their small populations. As usual, the WVLA Legislative Committee members (including myself) will be supporting this effort. I will plan to attend Library Appreciation Day (formally Library Legislative Day) on January 26th.

With the help of Boland I submitted a grant request for \$700,000 for the Martinsburg Berkeley County HVAC from the Library Facilities Fund. The fund currently has 1 million dollars in it and multiple libraries have applied. If we receive the funds we are required to match them with our current fund balance.

The Martinsburg-Berkeley County Library has hired Matthew Bernstein to fill the position of Reference/Interlibrary Loan Librarian. Matt has a Masters in Library Science and experience as a Reference Librarian and Digital Literacy instructor. He will provide reference and readers advisory here in Martinsburg and he will take over the role of handling interlibrary loan requests for Berkeley, Jefferson, and Morgan County libraries.

Upcoming:

Saturday October 28th- Mainstreet Martinsburg's Food Truck Fest and "Haunted Maze" in the Children's Department of the Martinsburg Library

### 2024 Library Holidays

Monday, January 01, 2024	New Years Day
Monday, January 15, 2024	Martin Luther King Day
Monday, February 19, 2024	Presidents Day
Sunday, March 31, 2024	Easter Day ( Mussleman Only)
Sunday, May 26, 2024	Memorial Day (Mussleman ONLY)
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth
Thursday, July 04, 2024	Independence Day
Monday, September 02, 2024	Labor Day
Monday, October 14, 2024	Staff Development Day
Monday, November 11, 2024	Veterans Day
Thursday, November 28, 2024	Thanksgiving
Friday, November 29, 2024	Day after Thanksgiving
Tuesday, December 24, 2024	Christmas Eve
Wednesday, December 25, 2024	Christmas Day
Wednesday, January 01, 2025	New Years Day