

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library  
August Meeting Minutes  
August 4, 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. Absent: None

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

The minutes of the June 23, 2022 meeting were approved as amended on a Douglass/Ausherman motion by unanimous voice vote.

Public comments:

William Schechter representing the Friends of the Hedgesville Public Library requested that time be allotted on the agenda for a discussion of the utilization of the unfinished Second Floor of the Hedgesville Library. The level of usage of the library is such that when there are events it gets very crowded.

The Financial Report ending June 30, 2022 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Douglass/Ausherman motion by unanimous voice vote.

The 2021 Final Audit was discussed at this point in the meeting. Aimee Tickerhoof, CPA advised the Board that the audit had been completed and there is a clean report with no issues. The audit was accepted on a Douglass/Ausherman motion by unanimous voice vote. The 2022 audit is expected to be begun soon and may be completed by November 30, 2022.

The Director's Report was presented by Gretchen Fry and will be included in the minutes. The report states that the library submitted an application for a grant from the Berkeley County Council's ARPA program. The grant was approved.

Unfinished Business:

Two quotes were obtained for the roof replacement on the Martinsburg Library Building. The quote from Venegas Contracting for a tapered roof installation was accepted pending coordination with the HVAC system replacement was approved on a Douglass/Ausherman motion by unanimous voice vote.

One bank has provided a Commitment Letter for the loan to replace the HVAC system in the Martinsburg Library Building. However it is premature, another bank wants to make a proposal and grant applications are being submitted. Also, we need specifications in order to be certain that the correct amount is being approved. The bank will be asked to extend the Commitment Letter.

Executive Session: canceled.

The Douglass/Ausherman motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:17PM.

Respectfully submitted,  
Billie J. Grey, Secretary



## Directors Report August 4th

The Martinsburg-Berkeley County Public Library submitted an application to the Berkeley County Council's ARPA nonprofit grant program. The library requests \$134,000 to cover COVID related expenses and loss of library generated income.

In collaboration with Berkeley 250<sup>th</sup> Committee and the Berkeley Arts Council we are working on a possible exhibit about the Interwoven Company to replace the 250<sup>th</sup> exhibit that is currently in the space. We are hoping to install the display sometime in May of 2023.

On the ballot this November, Amendment No. 2: Property Tax Modernization Amendment, could have a significant impact on future library funding. Currently the library receives funding from both personal property tax on motor vehicles and personal property used in business activity. If the Amendment passes, and if the legislature decides to reduce or eliminate these taxes, the library will lose up to 150,000/year.

The Jefferson County Library Directors and I are meeting with Senator Patricia Rucker and Delegate John Dole to discuss library funding on August 4<sup>th</sup>. Ms. Rucker is currently conducting a study of library funding in West Virginia.

The library system is in the process of hiring four new part-time employees to replace employees who have left or reduced hours in the last two months.

### Upcoming:

Martinsburg Library will host Chamber Mixer August 17th