

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
May Meeting Minutes
May 26, 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. Absent: None.

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

The minutes of the April 28, 2022 meeting were approved as amended on a Douglass/Greenfield motion by unanimous voice vote.

Public comments: None

The Financial Report ending April 30, 2022 presented by Lynn Walker, Finance and Human Resource Manager, 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 after correction.

Old Business:

Unfinished Business:

The Collection Development Policy was approved with an editorial change on a Douglass/Ausherman motion by unanimous voice vote.

FYE 2023 Budget Option 3 was approved on a Greenfield/Ausherman motion by unanimous voice vote.

Strategic Planning Committee was appointed: Karen Greenfield, Lakyn Ausherman, Gretchen Fry, and Lynn Walker. Meetings are planned in June.

New Business:

Executive Session:

Greenfield/Ausherman motion to go into Executive Session to discuss Personnel matters passed by unanimous voice vote at 5:39P.

After discussion a Douglass/Greenfield motion to end Executive Session passed on Unanimous voice vote at 5:54P

The Douglass/Greenfield motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:58PM.

Respectfully submitted,
Billie J. Grey, Secretary

Directors Report May 2022

The Library Commission is in the process of becoming a section of the Department of Arts, Culture, and History. The position of Executive secretary of the Library Commission was eliminated as part of the reorganization of Library Commission. Lynn has been helping the affiliate libraries with the new procedures for applying for state funding (grants in aid).

I met (via zoom) with Representative Mooney's representative and Senator Manchin himself as part of the annual "Legislative Day." I had the opportunity to speak to Senator Manchin directly about the \$1.4 million Capital Spending Request for the Martinsburg Library. According to his aide, the request has gone to the "next phase" of the process.

Emily Jones, our new Youth Services librarian, applied for and received a grant from the Detlev and Mary Ellen Preissler Fund for \$7,077 to sponsor the Youth Concert Series "Martinsburg Rocks" in Partnership with Tony M. Music and Arts Foundation.

Youth Services department has been creating exciting new programs and attendance numbers for both youth and teen programs has been growing rapidly. The Summer Reading program team, led by Emily, has planned a full roster of activities for June and July.

The HVAC Unit that cools the genealogy room is not functioning.

Upcoming

June 4- Comic Con. Event will include a light saber show, games, costume contest, and a concert from the "School of Rock."

June 4- Summer Reading Program Starts. The theme is "Discover Berkeley!" and encourages participants to explore and learn about Berkeley County. Programs are offered at all libraries

June 23rd at 6:00pm. A History Alive presentation at the Martinsburg Library- "Francis H. Pierpont" the father of West Virginia. Actor will portray Mr. Pierpont.

August 17- The library will host a Chamber Mixer.

Martinsburg Library Meeting Space Policy

All persons using the facility must comply with the Martinsburg-Berkeley County Public Libraries Patron Code of Behavior.

Library facility use does not constitute the Martinsburg-Berkeley County Public Libraries' endorsement of the beliefs, ideas, or policies expressed by any organizations or individuals using the space. Nonlibrary groups using library facilities may not publicize their activities in such a way as to imply library sponsorship. In addition, the name, address, and phone number of any Martinsburg-Berkeley County Public Library may not be used as the official address of any organization using library facilities.

Library Plaza: Use of the plaza by groups is restricted to Library sponsored or co-sponsored events.

Meeting Rooms: The Martinsburg Public Library has meeting rooms which are available to the public, as defined in this policy, on an equitable basis regardless of the beliefs or affiliations of individuals or groups. Rooms may not be used for regular business operations or private social events for individuals such as birthday parties or weddings. Selling or soliciting is prohibited. Approval of all requests made are subject to the discretion of the Library Director.

Fee Information

- For-profit groups will be charged a rental fee. Rental fee is waived for not-for-profit and government usage or at the discretion of the Library Director or designated Supervisor.
- Hourly rental fee are as follows: Top Floor Meeting Room- \$20.00, Storytime Room- \$20.00, and STEM Lab- \$10.00
- Rental fees are due prior to the scheduled use of the room.
- Accepted forms of payment are cash or check made out to MBCPL.
- A \$20.00 cleaning fee will be collected if the room is not left in its original condition.

General Information

- Meeting rooms on the children/teen floor (Storytime Room and STEM Lab) will be restricted to children's/teen activities only. The Top floor meeting room is open to all ages.
- Library-sponsored programs and activities take precedence over other activities.
- Use of library facilities by outside organizations or groups may not interfere with regular library operations or services. Members of groups using a meeting room must not disturb library patrons. Children associated with groups using a meeting room should be supervised while in the library.
- The Martinsburg-Berkeley County Public Library is not liable for damages caused to the user or his or her property while using library facilities and the library will be held harmless from any liability to third parties for injury.
- In the event of severe weather or an emergency, a group representative will be responsible for checking the library's website for closing announcements.
- The Martinsburg Library's meeting rooms are available during normal operating hours.

- Meeting rooms will be held for a maximum of 15 minutes after the scheduled start of the meeting. If the meeting room is unoccupied by that time, the reservation is forfeited and the room is open for other patron usage.
- No piece of equipment or other items belonging to a group may be left in the library between meetings.
- Rooms can be reserved only up to 3 months in advance.
- For recurring meetings, the group representative must fill out a new application for each quarter of each year.