

**Regular Meeting**  
**Martinsburg-Berkeley County Public Library Commission**  
**5:00 p.m. – October 2, 2025**  
**North Berkeley Public Library**

**Call to order:** Lakyn Ausherman, President, called the regular meeting of the Martinsburg-Berkeley County Public Library Commission to order at 5:03 p.m. in the North Berkeley Public Library

Voting members: Lakyn Ausherman, President, Sarah Douglass, Vice Chair; Alisa Mills, Secretary; Ian Gingold, Treasurer; Robert Mahaffey, member

Non-voting members: Gretchen Fry, MBCPL Director; Lynn Walker, Finance and Human Resource Manager

**Review of the August 28, 2025, Regular Meeting Minutes:**

Approved by Mahaffey/Gingold

**Financial Report:**

The Financial Report ending August 31, 2025, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Gingold, seconded by Mills, all approved by unanimous vocal vote.

**Director's Report:**

The Director's Report was presented by Gretchen Fry and will be included in the minutes. Robert noted that Lynn showed him around the entire building and recommends all board members also experience this to see what is happening there.

**Unfinished Business:**

HVAC update- weekly meetings have been taking place with Boland and their subcontractors and the library directors. The fire inspector came in but the state Fire Marshall still needs to inspect the library. Brewer will install the fire alarm system. Fireproofing is nearing completion on the top floor and hopes to finish the children's department by the end of October. The contractors have informed library staff that the wiring for the IT needs, cameras and phone, and the ceiling grids will be finished sometime around mid-November. The HVAC system cannot be turned on and tested until all of the ceiling is up. The entire project is estimated to be completed in January.

A small amount of asbestos has been discovered in the roof of the elevator in the blueprint plans that will need to be abated if it is indeed there.

The lack of accountability from Boland was discussed.

**New business:**

A discussion was conducted on the prices of covering vs. abating flooring that has nonfriable asbestos. Abating the flooring is quite a bit more expensive because it means all the old flooring will need to be carefully removed and replaced.

A motion was made by Douglass to approve up to \$42,000 to encapsulate the main floor adjacent to the windows facing Queen Street. Seconded by Gingold. All approved

The board recommends having the old ductwork Boland intends to reuse tested for asbestos to ensure it is safe before it is reinstalled, and to test the elevator shaft. In the meantime, that elevator will be closed off and not used. Mahaffey volunteered to meet with the contractors to discuss accountability.

Motion to adjourn by Gingold/Mills

Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Alisa Mills