

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library  
January Meeting Minutes  
Jan 26, 2023

Karen Greenfield, Chair, called the meeting to order at 5:00PM.

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

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

H.D. Boyd, the new Liaison for the Library Commission to the Berkeley County Council, was introduced.

Ian Gingold, recently appointed to the Library Commission by the Berkeley County Council, was introduced.

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

Public comments: None

The Financial Report ending December 31, 2022 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Douglass/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 RFP Committee signed a contract for \$100,000 after holding meetings with the proposers. HBM Architects, LLC of Cleveland, Ohio was selected.

New Business: None

The Douglass/Gingold motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:31PM.

Respectfully submitted,  
Billie J. Grey, Secretary

## **Directors Report- January 2023**

The RFP Committee has selected HBM to create a Facilities Plan for the Martinsburg-Berkeley County Public Library System.

I presented the library's budget to the County Council on Thursday, January 19.

The Berkeley County 250<sup>th</sup> display has been dismantled. The walls have been patched and will be repainted. Starting in February, the Volunteer Vista tax preparers will be using the space to prepare taxes for free. The new Interwoven Mills exhibit will be installed in May.

The Martinsburg Library had an excellent turnout for the children's activities we hosted on the plaza during Mainstreet Martinsburg's "Christmas on Main" Event. Activities included Snowball fights, Snow dough sensory bins, and a snowflake craft. We even had "snow" coming from the roof. Unfortunately another event that we had activities planned for, the Apple Drop, was cancelled due to poor weather.

### **Facilities:**

Hedgesville Library's sprinkler system leaked in two places, causing a considerable amount of water in the back hallway and sprinkler room. Sprinkler system was repaired and water cleaned up.

A section of flooring was installed under the balcony on the main floor of the Martinsburg Library while the library was closed on January 16th (MLK day). This was the last section of the library's multi-year flooring project.

The HVAC unit that services the Teen Room was repaired. The second main HVAC unit on the roof of the Martinsburg Library needs a new compressor.

We are still waiting on a study from Boland which was supposed to be completed by September 1<sup>st</sup>. Boland was hired to assess the Martinsburg Library's HVAC system and recommend the design of a new system. Lynn has reached out to them repeatedly. HBM is aware that this study is in progress and is interested in incorporating the findings into the overall facilities plan.

### **Upcoming:**

February 13th- Library Appreciation Day (a.k.a. Library Legislative Day). I will be attending with the Director of the Shepherdstown Library, Hali Taylor.

March 25 and 26th - The library will have a table at the Annual Home Show in Martinsburg to promote the library's services.