

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library  
September Meeting Minutes  
September 23, 2021

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; Lynn Walker, Finance and Human Resource Manager. Absent: none.

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

The new Board member, Lakyn Ausherman was introduced.

The minutes of the August 22, 2021 meeting were approved as amended on a Grey/Douglass motion by unanimous voice vote.

Public comments: None

The Financial Report ending August 30, 2021 presented by Lynn Walker 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.

Unfinished Business:

The Mask Policy was reviewed and revised. Changes were reviewed individually and approved on separate motions:

Library Services #4: Douglass/Greenfield motion by unanimous voice vote.

Library Patrons: Grey/Douglass motion by unanimous voice vote.

Library Employees #1: Douglass/Grey by majority voice vote.

Library Employees #5: Douglass/Greenfield by unanimous voice vote.

New Business:

Encumbered funds, \$10,000, in the category Website. The category was renamed Furniture & Technology. Greenfield/Ausherman motion approved unanimously by voice vote.

The Greenfield/Douglass motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:55PM.

Respectfully submitted,  
Billie J. Grey, Secretary

Martinsburg- Berkeley County Public Library  
COVID-19 Policies  
Approved 9/23/2021

**Library Services**

1. Restrictions on the number of patrons allowed in the building will be based on current Berkeley County Health Department Guidelines.
2. Furniture will be arranged to promote social distancing
3. Play areas will not be available
4. Library will offer virtual and outdoor programs. Indoor programs will resume depending on level of community spread. Masks will be recommended for Library programs in which social distancing is not possible.
5. High touch surfaces, such as computer keyboards, will be sanitized frequently

**Meeting Rooms**

Library's meeting rooms are open, but restrictions may be placed on occupancy.

**Library Patrons:**

Masks are recommended for Library Patrons when inside the library.

**Library Employees:**

1. Library Employees will follow CDC guidelines regarding masks.
2. When possible, employees should maintain six feet of distance between themselves and other employees or the public.
3. Employees who test positive for COVID-19, or are in close contact with someone who tests positive for COVID-19, should alert their supervisor immediately.
4. All Employees (regardless of vaccination status) should self-monitor for signs of Covid-19 illness and contact their supervisor if they feel ill. DO NOT come to work if showing symptoms.
5. COVID- 19 Exposure and Quarantine. Vaccinated and Unvaccinated staff should alert supervisor if they have come in close contact with an individual who has COVID-19. Library Management will determine on a case by case basis how long the person should quarantine. Decision will be based on guidance from CDC, medical, and health professionals.

## **Directors Report September 2021**

### **Berkeley County 250th Display**

Martinsburg-Berkeley County Public Library will be hosting a year-long rotating exhibit to celebrate Berkeley County's 250th anniversary on the main floor of the Martinsburg Library. The grand opening for this display will be part of the Apple Drop New Year's Celebration in Martinsburg on December 31, 2021. Every two months new artifacts, documents, and information will be installed in the space to illustrate a different era in Berkeley County History, starting with the 1700's and ending with a look at the near future in 2050.

Artifacts that will be on display will include those provided by the Adam Stephens House and Triple Brick Museum, the County Clerk's office, members of the Berkeley County 250th Commemorative Committee, and other community members.

The library is seeking community or government funding to purchase two large display cases to use for the exhibit. At the conclusion of this exhibit, the display cases will be relocated to the library's main entrance foyer. We have applied for a 2,500 grant from Two Rivers Giving Circle Fund, which, if awarded, will cover most of the cost of one case.

### **Martinsburg Improvements:**

In preparation for the new floors to be installed (October or November), the passport office was relocated upstairs and the DVD collection moved under the windows.

The library is still waiting on the Martinsburg Facilities Assessment from Crabtree, Rohrbaugh & Associates

### **Upcoming:**

**September 29<sup>th</sup> from 9:30- 10:30am-** Virtual Library event. Author Marie Manilla will read from her book, "The Patron Saint of Ugly". She is the winner of the 2021 Appalachian Heritage Writer-In-Residence.

**October 11<sup>th</sup>-** Staff Development Day

**October 13<sup>th</sup>-15<sup>th</sup>** WVLA Fall Conference

**October 25<sup>th</sup>- 27<sup>th</sup>** TLC U Virtual Conference