

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library – 2nd Floor
October Meeting Minutes
October 22, 2020

Sara Douglass, Treasurer, called the meeting to order at 5:01PM.

Present: Sara Douglass, Treasurer; Billie Grey, Secretary; Karen Greenfield; Gretchen Fry, Librarian. Arrived after meeting convened: Scott Campbell, Chair. Absent: Gary Wine, Vice Chair.

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

The minutes of the September 24, 2020 meeting were approved on a Grey/Greenfield motion by a unanimous voice vote.

There were no Public Comments.

The Financial Report ending September 30, 2020 presented by Lynn Walker was approved on a Grey/Greenfield motion with a unanimous voice vote.

During the discussion of the Financial Report, Scott Campbell joined the meeting and took the gavel.

The Director's Report was presented by Gretchen Fry and will be included in the minutes.

Unfinished Business:

Physical improvements to the Martinsburg Library are continuing. All matters discussed were within the authority of the librarian and did not require Board action.

A potential contractor has been identified for the suspended Hedgesville Concrete Project. As originally planned, costs will be split with the Friends of Hedgesville Library. A written proposal is expected. The work will be completed when the weather permits, which may not be until it is warmer in the Spring.

New Business:

Listen Eastern WV has been operating informally. There are more affiliated libraries than the three Eastern Panhandle Counties. Due to COVID-19, use of the electronic format materials has increased. The Librarian plans to meet with the Eastern Library Network members in November or December to establish a formal agreement.

Restroom Policy for the Children's Department was reviewed by the Board and editorial changes were agreed. The policy is required because the Ground Floor area now includes only the Children's and Teen areas.

The Old Berkeley Garden Club has requested a Plant America grant to refurbish the Plaza area. The grant proposes the use of Community Service workers. Funds have been committed by Martinsburg City, a private donor, and the Garden Club. If the grant is awarded, MBCPL will be asked to make up the last dollars of the match.

The proposed MBCPL 2021 Holiday Schedule was approved on a Douglass/Greenfield motion with a unanimous voice vote and will be included in the minutes.

The November and December 2020 Board Meetings were canceled. A meeting was scheduled for Tuesday, December 8 at 5PM was approved on a Douglass/Greenfield motion with a unanimous voice vote.

The Greenfield/Douglass motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:48PM.

Respectfully submitted,
Billie J. Grey, Secretary



Martinsburg-Berkeley County Public Libraries

Patron Code of Behavior

The Martinsburg- Berkeley County Public Libraries welcomes everyone into the library. The following rules are established to create fair and appropriate use of the facility and a safe environment for library users. For minor offenses, library staff will remind patrons of the rules. Patrons who continue to fail to follow the rules will be asked to leave until the problem is corrected. For frequent violations or severe offenses/illegal behavior, law enforcement will be called and library privileges will be suspended.

Updated Language

1. Patrons shall obey all reasonable requests of the Library staff.
2. Conduct considered **improper in the Library and on the Library grounds** includes, but is not limited to:
 - *Indecent exposure, sexual acts, and excessive displays of affection*
 - *Tobacco use and smoking (including e-cigarettes and vaping) ; smoking is prohibited on the Plaza and within 20 feet of all doorways*
 - *Offensive personal hygiene*
 - *Sleeping or napping*
 - *Using, possessing, or being under the influence of alcohol or illicit drugs*
 - *Eating food in the library; drinks with lids are allowed*
 - *Offensive or abusive language, talking in loud tones or other disruptive behavior*
 - *Staring, photographing/video recording, or following staff or other patrons*
 - *Carrying weapons of any kind*
 - *Panhandling or Soliciting*
 - *Physical abuse or assault*
 - *Abusive use of library facilities or equipment (including all outside areas)*
 - *Loitering*
3. Patrons must wear shoes and shirts.
4. Service animals are allowed in the library. No other animals are permitted.
5. Adult patrons may not loiter in the children's area or the young adult area in order to maintain a safe environment for children and teens. (Only children/teens and accompanying adults allowed in restrooms in the children's/teen department (ground floor).) *← Updated Language*
6. Children ages 9 and younger must have a parent/caregiver in the immediate vicinity of (and in visual contact with) the child. The caregiver must be at least 16 years old.
7. Library furnishings and materials may not be rearranged by patrons without permission of library staff.
8. Packages, briefcases and any other container may be examined at any time. The maximum combined size of items brought into the library may not exceed **14"x 15"x 22"** per patron.
9. Patrons may not leave bags and other personal items unattended. Unattended items are subject to confiscation. Aisles, entrances, or exits may not be blocked so as to impede access to public areas.
10. The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.
11. Unreasonable use of the restrooms, including laundering, shaving, hair cutting or trimming, and bathing is prohibited.
12. Patrons will conduct themselves so that they will not interfere, by their actions or speech, with the legitimate rights of other Library users.

Holiday Closures
Martinsburg-Berkeley County Public Library
2021

Thursday Dec. 31 2020 & Friday Jan. 1, 2021	New Year's Eve & New Year's Day
Monday, January 18 th	MLK Day
Monday, February 15 th	President's Day
Sunday, April 4 th	Easter Sunday*
Sunday May 30 th & Monday, May 31 st	Memorial Day*
Sunday, July 4 th & Monday, July 5 th	Independence Day*
Sunday, September 5 th & Monday, September 6 th	Labor Day*
Monday, October 11 th	Staff Training Day**
Thursday, November 11 th	Veterans Day
Thursday November 25 th & Friday, November 26 th	Thanksgiving
Friday, December 24 th & Saturday, December 25 th	Christmas Holiday
Friday, Dec. 31 2020 th & Saturday, January 1, 2022	New Year's Eve & New Year's Day

* Musselman Library closed on these Sundays: April 4th, May 30th, July 4th, and September 5th

** Library will be closed but staff will be required to attend Staff Development Day

Directors Report October 2020

Our onsite IT person, Matt, who helped patrons in the computer lab and provided basic IT services, has left the library for a job in the private sector. Berkeley County has already been helping us with IT services and they will be our tech support going forward. We will need to hire someone to help patrons in the lab.

The SORA app has been set up for the schools, but we are waiting for Overdrive to connect the public library content to the app. Students can log into SORA the same way they access other school resources (no library card needed). Students will have the option to checkout materials from the public library through the app as soon as this feature is set up (estimated 2-3 weeks). Materials are filtered based on age. The school has the option to purchase additional materials for students.

We held a virtual staff training day for Berkeley County libraries on October 12th. Topics covered included training on resources to help virtual learners- Tumblebooks, Tutor.com, InfoBase, and WVinodepot. Full-time staff in Martinsburg also had an in person training on computer lab procedures and microfilm machines. Also, Library staff have been attending the WVLA conference which is virtual throughout the month of October.

Flooring is complete in the children's department. We have ordered a new circulation desk, but it will not arrive for another two months. We are now working on converting the Martinsburg Room into a Teen space. Glass doors will be installed to let in more light. On November 18th library managers will be attending Library Journal's Design Institute virtually. This is a free opportunity to learn about current library design.

COVID-19 Protocols- We have reopened the children's department entrance to the general public. Patrons still have the option of picking up their books in the vestibule (curbside) if they choose.

I am planning to set up a meeting with ELN (Eastern Library Network) members in November or early December to work on a formal agreement for our Overdrive (Listen Eastern WV) consortium.