

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
August Meeting Minutes
August 25, 2022

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

Present: 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.

On a Grey/Douglass motion a slate of officers; Karen Greenfield, Chair; Lakyn Ausherman, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary was elected by unanimous voice vote.

The minutes of the August 4, 2022 meeting were approved as amended on a Douglass/Ausherman motion by unanimous voice vote.

Public comments: none.

The Financial Report ending July 31, 2022 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Douglass/Ausherman motion by unanimous voice vote.

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

Unfinished Business:

The Strategic Plan Committee met. There is a draft ready to distribute to potential bidders. There are Consultants who are able to provide the sort of planning that is needed. The strategic plan requires different parts, which may be prepared by different consultants.

- 1: Facility needs assessment, including physical facility and library hours.
- 2: Professional Library Facility & Design, comprehensive plan considering all of Berkeley County.
- 3: Facilities Maintenance: including repair schedule for entire system over ten year period.
- 4: Road Map for Future Developments: priorities for anticipated projects.
- 5: Financial Feasibility.

Ian B. Gingold, Vice President of City National Bank presented a proposal for a 10 year loan at a fixed 3.75% with the first year payment being interest only. The loan has a 13 year total period, with the variable rate for the final two years. The loan proposal requires a commitment before September 15 and settlement before October 31. The Bank will pay directly to the vendor from an approved invoice. The approved invoice should be accompanied by a certificate of work completed. The loan was approved on a Douglass/Ausherman motion for \$1.6 million by unanimous voice vote. The document prepared by the bank was signed by the Treasurer.

New Business:

FYE 2021 Form 990 was tabled until the September meeting.

The Friends of Hedgesville Public Library requested assistance to obtain Requirements and Plans for the completion of the Second Floor in order to begin a Capital Campaign. Lakyn Ausherman agreed to represent the Board on the Committee planning the Capital Campaign. A member of the Community will also be included on the Committee. There is a proposal to meet with the folks from the Shepherdstown Library who raised money for the construction of their new library. Request that the plans for the Hedgesville include a Project Manager who agrees to work with James Rumsey students for portions of the project.

The Douglass/Ausherman motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:56PM.

Respectfully submitted,
Billie J. Grey, Secretary

Directors Report August 25th 2022

I met with the WVLA Legislative Committee to discuss Amendment 2 and how its passage will effect public libraries. For the libraries who have a special law, the elimination or reduction of personal property taxes will, in effect, reduce the “pot” of money that the county is required to use to fund libraries. If the legislature provides the county with other funding streams, the county is under no obligation to provide this funding to the library.

The Town of Hedgesville has approved ARPA money to move forward on a town drainage system project. The town will be reaching out to the Martinsburg-Berkeley County Library board with more information but it is our current understanding that the system will be connected to the existing infrastructure on the Hedgesville Library property.

The Martinsburg-Berkeley County Public Library Hosted a well- attended Chamber Mixer on August 17th

Upcoming:

Starting September 6th, Tuesdays at 10:30am. Free Meditation Classes will be offered at the Martinsburg Library

September 16th at 6:30pm. Friends of Hedgesville Public Library will host a paint night at Hedgesville library.

October 5-7th WVLA Conference

October 10th Staff Development Day

November 1st- 3rd- TLC virtual training will be available for staff and trustees