

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
April Meeting Minutes
April 27, 2023

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

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

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

The minutes of the March 23, 2023 meeting were approved on a Grey/Gingold motion by unanimous voice vote.

Public comments: Anya Ellis introduced herself to the Board and stated that she is creating a Friends group for the Martinsburg library.

The Financial Report ending March 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:

On a Douglass/Gingold motion to reallocate money from Library Debt Service to a new line item for Emergency HVAC Repairs to the Martinsburg Library approved by unanimous voice vote.

Proposal for Owner's Representative for the Martinsburg Library HVAC and Electrical Project awaiting clarification.

New Business:

The Budget Committee proposed the 2023 – 2024 which was approved on a Douglass/Gingold motion as corrected, pending Executive Session review of the Payroll Recommendations by a unanimous voice vote.

The proposed Dress Code was reviewed and discussed but approval was deferred.

The Board moved into Executive Session to discuss the payroll portion of the 2023-2024 Budget at 5:56PM. At 6:28PM the Board concluded the Executive Session without taking any action.

The Gingold/Ausherman motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:29 PM.

Respectfully submitted,
Billie J. Grey, Secretary

Directors Report April 2023

Community, Staff, and Stakeholder Input Sessions in May. HBM will be visiting May 16th- May 18th to facilitate multiple engagement sessions, including four community sessions (one at each library), a staff session, and a session for the library board. The session schedule is attached and flyers/bookmarks are available for distribution. Please get the word out to as many people as possible.

HVAC Grants and Funding opportunities.

So far I have applied for the Cultural Facilities Grant, the T-Mobile grant, and Senator Manchin's congressional spending request. I am waiting for instructions on how to apply for the State Library Facilities Fund.

Interwoven Display

Lynn and Roddy installed the Walker hanging system to support the Interwoven Art Exhibit, which will be on display at the Martinsburg library May 11- December 31st. A public opening reception will be held from 5:00pm- 7:00pm on May 11th

Emergency HVAC Repair

The emergency repairs to the HVAC system began on Monday April 24th and should be complete by Thursday April 27th.

Upcoming:

May 11th 5:00pm-7:00pm- Interwoven Exhibit Reception

June 2nd- Summer Reading Program Starts

June 7- Martinsburg Library will host GoodWill-Horizon Event "Cut, Cloth, Work"