

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library – 2<sup>nd</sup> Floor  
December Meeting Minutes  
December 8, 2020

Scott Campbell, Chair, called the meeting to order at 5:00PM.

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

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

The minutes of the October 22, 2020 meeting were approved on a Douglass/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 Greenfield/Douglass motion with a unanimous voice vote.

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

There was no unfinished business.

New Business:

The FY2020 Audit Report was presented by Aimee Tickerhoof who was participated remotely. After a discussion of the audit it was accepted on a Douglass/Greenfield motion by unanimous voice vote.

A Library Development Plan and Capital Building and Facility Plan are needed. After discussion no action was taken. Draft documents will be prepared for the January meeting.

The Greenfield/Douglass motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:32PM.

Respectfully submitted,  
Billie J. Grey, Secretary

January Meeting  
Thursday, January 28, 2021; 5 PM

## **Directors Report December 8<sup>th</sup> 2020**

Berkeley County Schools invited me to attend their December 21<sup>st</sup> board meeting. Martinsburg Berkeley County Public library will be recognized for the “significant role” we played in “helping us [BCS] meet some very important needs of our students and their families”

I met with Eastern Library Network members to try and come up with a number for how much content each library would purchase to participate in Listen Eastern West Virginia (Libby). I suggested .35 cents per capita (based on each library’s service population). Some of the libraries expressed concern that this was too much given their patrons don’t use the service often. We also discussed following the guidelines of another ebook consortium WVReads, whose members purchase an amount of digital content equal to 5% of their materials budgets. The Eastern Library Network will reconvene in the near future to continue the discussion.

### **Martinsburg Library Improvements:**

The library managers have worked out a plan to rearrange that top floor to increase staff efficiency and create a meeting space. Computers will be moved out of the computer lab and onto the main floor so that staff at the reference desk can easily help patrons on the computers. The computer lab will be converted into a meeting room that will be open for quiet study when not being used for meetings.

Teen Space. Painting is completed in the teen space. We have gotten two estimates on the cost of shelving/furnishings. We met with architect Josh Bower from Crabtree & Rohrbaugh to request an estimate on how much it would cost to put windows into the space. I also asked Mr. Bower for an estimate on creating a movable wall so that the area that is currently the Teen space on the main floor could be converted into a meeting space.

### **Hedgesville Library:**

James Rumsey TI Electrical Department is replacing the T8 Fluorescent lights in Hedgesville with LED T8s. They will be removing the ballast and installing new tubes on Dec. 8 and 10.

The concrete work at Hedgesville is completed. Thank you to Sara Douglass for facilitating the project.

Dana Phelps will speak at the Berkeley County School Board meeting on Dec 7 as a member of the Hedgesville Middle School LSIC - per the request of Mrs. Adams (HMS principal). She will speak about the SORA titles that are now available to students.