

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library  
June Meeting Minutes  
June 23, 2022

Gary Wine, Chair, called the meeting to order at 5:00PM.

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

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

The minutes of the May 26, 2022 meeting were approved as amended on a Douglass/Greenfield motion by unanimous voice vote.

Public comments: None

The Financial Report ending May 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:

Proposal for an architectural and engineering plan for Martinsburg Library air conditioning from Boland Trane Company was approved for \$24,500. Those funds will be credited to the cost of the project if we use the company that prepares the quote. The company has an open contract with Berkeley County to which the Martinsburg Library has access.  
Douglass/Ausherman motion by unanimous voice vote.

Executive Session: canceled.

The Douglass/Ausherman motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:25PM.

Respectfully submitted,  
Billie J. Grey, Secretary  
Corrected.

### **Directors Report for June 2022**

Summer Reading program has started and program attendance has been strong. Fifty children attended a Kid's Art program in Martinsburg, fifty- four attended the weekly Story Time, and over a hundred attended the first concert in the Martinsburg Rocks Series. We also had an excellent turnout for ComicCon.

The Eastern Library Network met to finalize the cataloging policies for its membership. A cataloging committee has been established and is in the process of creating procedures and training for ELN member catalogers.

A new HVAC company and electrician were able to get the main units and air handler system running in the Martinsburg Library. Two small units that serve the back offices on the main floor and the genealogy room are not repairable.

The Strategic Planning Committee met for three sessions. During the second session, the committee conducted informational interviews via zoom with library consulting companies to gather information on what services are currently available to libraries.

The Library is planning to apply for Berkeley County's ARPA (America's Rescue Plan Act) nonprofit

grant program. The Library will apply for funds to cover COVID-19 related economic loss. The library lost over \$120,000 in library generated income in a two year period. The biggest losses were in the categories of passports, fines/fees and copies/printing. The library also spent \$13,450 in COVID related supplies, such as sneeze guards, PPE, etc.

Upcoming:

June and July- Multiple Summer Reading Program activities. Full calendar is on the website [MBCPL.ORG](http://MBCPL.ORG).