

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library  
October Meeting Minutes  
October 27, 2022

Karen Greenfield, Chair, called the meeting to order at 5:06PM.

Present: Karen Greenfield, Chair; Lakyn Ausherman, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Gretchen Fry, Librarian. Absent: None

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

The minutes of the September 22, 2022 meeting were approved as amended on a Grey/Douglass motion by unanimous voice vote.

Public comments: None

The Financial Report ending September 30, 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:

Five vendors responded to the Request for Proposals for the Facilities Plan. Four will be offered Zoom interviews. Currently plan to have a recommendation for approval at the November Board Meeting.

New Business:

The proposed holiday schedule for MBCPL for 2023 was approved as an update to the Employee Handbook was approved on a Douglass/Ausherman motion after deleting the proposed holiday on January 1, 2024.

The November meeting was scheduled for Monday, November 28 at 5P. The December meeting will be discussed at the November meeting and scheduled or canceled as necessary.

The Douglass/Ausherman motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:26PM.

Respectfully submitted,  
Billie J. Grey, Secretary

## Directors Report October 2022

At the WVLA Conference Randal Reid- Smith announced that he had requested 1 million dollars to fund the state library building fund and a one-year allotment to fund public libraries in West Virginia who had lost GIA money due to population loss. I spoke with Randal Reid-Smith at the conference and he is aware the Martinsburg-Berkeley County Public Library system has significant facilities needs.

Donna Calvert is the new head of the West Virginia Library Commission. The commission is currently going through significant staff turnover and is working to fill a number of vacancies.

The Library received five responses to its RFP for its facilities plan. A short list of vendors will be notified that they have been selected for a zoom interview by November 8<sup>th</sup>, and the final selections will be made on December 1<sup>st</sup>.

The friends of the Hedgesville Days generated approximately \$600 at their annual book sale during Hedgesville Days. Hedgesville Library had a successful program on foraging and they are hoping to offer a second program at the North Berkeley Library. The North Berkeley Library held a well-attended annual volunteer Tea.

### Upcoming events and programs:

The Martinsburg Library Youth Services department is hosting Trick-or-treaters from Norborne School and Burke Street School. For Teens and Adults, the library has created a Mothman virtual escape room. For adults, the Martinsburg library is offering a Halloween craft on Halloween. Hedgesville Library and Martinsburg library will hand out candy to Trick or Treaters from 6:00- 7:00 on Halloween night.

Hedgesville Library is hosting three local authors during the month of November.

- November 5<sup>th</sup> 10:30am, author Richard Roberts "West Virginia in the Rear View Mirror."
- November 12<sup>th</sup> @ 1:00pm Harry Johnson, an African American Veteran Author, will be speaking for Veterans Day. This is a Hedgesville Friends sponsored event.
- November 19<sup>th</sup>- 1:00pm. Author Jim Drogemeyer "More True Stories from Hedgesville West Virginia."

As part of it's efforts to educate the public during Diabetes Awareness month, WVU Medicine will screen the public for diabetes at the Martinsburg Library (November 7<sup>th</sup>), North Berkeley Library (November 17), and Hedgesville Library (November 28<sup>th</sup>). WVU Medicine will also present a Heathy cooking Demonstration at the Martinsburg Library.

Martinsburg- Berkeley County Public Library  
Library Closures 2023

**2022**

|   |                   |
|---|-------------------|
| Friday, December 23 <sup>rd</sup> - Monday, Dec 26    | Christmas Holiday |
| Sunday, January 1 <sup>st</sup> 2023 (Musselman Only) | New Years Day     |

**2023**

|  |                                     |
|--|-------------------------------------|
| Monday January 2 <sup>nd</sup> 2023                    | New Years (Date of Federal Holiday) |
| Monday, January 16                                     | Birthday of Martin Luther King, Jr. |
| Monday, February 20                                    | President's Day                     |
| Sunday, April 9 (Musselman Only)                       | Easter Sunday                       |
| Sunday, May 28 (Musselman Only) & Monday, May 29       | Memorial Day                        |
| Monday, June 19 <sup>th</sup>                          | Juneteenth                          |
| Tuesday, July 4  | Independence Day                    |
| Sun., September 3 (Musselman only) & Mon., September 4 | Labor Day                           |
| <b>Monday, October 9</b>                               | <b>Staff Training Day *</b>         |
| Friday, November 10                                    | Veterans Day (Federal Holiday)      |
| Thursday, November 23, Friday November 24              | Thanksgiving Holiday                |
| Friday December 22- Monday December 25 <sup>th</sup>   | Christmas Holiday                   |
| <br>   |                                     |
| Monday January 1                                       | New Year's Day                      |

**\*Library is closed but this is not a Staff Holiday**

I am requesting the following changes to the employee handbook-

Request to add Juneteenth and Veteran's Day to the list of Holidays

Request to remove New Year's **EVE** from the list of Holidays.

Reason to remove New Year's EVE- It is not a federal holiday and because it sometimes falls on the weekends, it is better for the board to determine if we will close early or stay open on that day.

## 9. HOLIDAYS

The library is closed on the following holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Juneteenth *← Add*

Independence Day

Labor Day

Veteran's Day *← Add*

Thanksgiving Holiday—both Thursday and Friday

Christmas Eve

Christmas Day

~~New Year's Eve~~ ~~close at 1:00 pm~~

Only full-time employees may be compensated for these holidays.

To qualify for holiday pay, full-time employees must work their regularly scheduled shifts preceding and following a holiday to receive holiday pay unless those shifts are approved as vacation time.

Holidays falling within a full-time employee's scheduled vacation will not be charged against annual leave.

The MBCPL may choose to close on other days, such as Easter Sunday, the Sunday before Memorial Day, etc. These days are at the discretion of the Board of Trustees and are not guaranteed.