

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
July Regular Meeting Minutes
July 27, 2024

Sarah Douglass, Vice Chair, called the regular meeting of the Martinsburg Berkeley County Library Commission to order at 5:01 PM in the Martinsburg Library.

Attendees:

Voting Members: Sara Douglass, Vice Chair; Ian Gingold, Treasurer; Lakyn Ausherman, Secretary; Robert Mahaffey, Member Absent: Alisa Mills

Non-voting Members: Gretchen Fry, MBCPL Director

Guests: Hedgesville Friends, David Porterfield, Pat Murphy, Ty Tyson, Bill Schecker

Approval of Minutes:

The minutes of the June 25, 2024 meeting were approved on a Mahaffey/Gingold motion by unanimous voice vote.

Public Comments:

Mr. Bill Schecker of the Hedgesville Friends, provided an update to the Board about several programming initiatives at the Hedgesville Library over the past month, including: BINGO, family nights, teen puzzle event, and a paint night. The Friends provide water at other library and community events as well, including at the Hedgesville Elementary School Carnival. The Friends also run an active social media site. Lastly they provided feedback on building conditions at the Hedgesville Library, including the second floor not being finished and there being no handrails on the staircase at the library.

Mr. Pat Murphy of the Berkeley County School Board announced that Alisa Mills, the librarian at North Middle School, was appointed to the Berkeley County Library Commission. He also announced that incoming Berkeley County Superintendent, Dr. Ryan Saxe, will speak with the Library Commission at their next meeting. Lastly, Mr. Murphy announced that the funds the School Board provides to the Berkeley County Library System will begin on July 1, 2025 and they are guaranteed for five years through the life of the levy.

Mr. Ty Tyson, Director of Facilities for Berkeley County Schools, announced that new flooring will be placed in the Musselman High School Library and that he is meeting with David Porterfield, Gretchen Frye, and the MHS librarians to discuss further details.

Financial Report:

The Financial Report ending June 30, 2024 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Gingold/Mahaffey motion by unanimous voice vote.

Director's Report:

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

Unfinished Business:

The board approved a \$40,500.00 payment to the contractor Thrasher to provide a Building Conditions Assessment to complete an analysis of the Martinsburg Library building to allow Region 9 to assist with grant writing on a Gingold/Ausherman motion by unanimous voice vote.

No updates were provided on the EPA Grant as the Library will not be moving forward with this opportunity.

The board approved a Gingold/Ausherman motion by unanimous voice vote for a payment to J.C. Smith not to exceed \$30,000.00 for the purpose of moving forward with building a pavilion at the North Berkeley Library. (Mahaffey was not present for this vote).

New Business:

Officer elections were deferred until the August 27, 2024 meeting.

A Gingold/Ausherman motion to approve the updated FMLA policy for the Berkeley County Library system was approved by unanimous voice vote. (Mahaffey was not present for this vote). The policy is included in the minutes.

The Ausherman/Gingold motion to adjourn was approved by unanimous voice vote, and the meeting adjourned at 6:37PM.

Respectfully submitted,
Lakyn Ausherman

Directors Report July 2024

Martinsburg Library Facilities:

The brickwork at the top of the elevator shaft was repaired. The HVAC system is only working partially and the temperature in most parts of the building is between 80-85 degrees.

The HVAC project is set to start August 12th. For the first phase the top floor of the library will be closed to the public for two months. Passports services will be moved to the main floor. Meetings for the next two months will be held in the Children's Storytime room. Small meeting space will not be available.

Lynn is working with Berkeley County IT to get laptops set up so patrons can use them on the main floor. The wall in the Foyer will be repainted and cabinets will be moved into that space.

FMLA Leave Policy
Updated July, 2024

Basic Leave Entitlement:

MBCPL adheres to the federal law in regards to the Family and Medical Leave Act (FMLA). Any full-time employee who works for twelve (12) months and has at least 1,250 hours of service during the twelve months before their FMLA leave starts is eligible for the following.

FMLA is job-protected, unpaid leave. Employees who use FMLA leave have the right to go back to work at their same job or to an equivalent job that has the same pay, benefits, and other terms and conditions of employment at the end of their FMLA leave. During an approved FMLA leave, the library will maintain the staff member's health benefits as if the staff member continued to remain actively employed

Employees must use all available paid leave during an FMLA leave.

Additional Leave:

Beginning July 1, 2024, after an employee has used all their available paid leave, MBCPL will provide up to an additional 160 hours of paid leave to cover any remaining time that would be unpaid. This will be added on a weekly basis until the employee returns to work under the requirements set forth in the FMLA guidelines.

Example: An employee is granted FMLA leave for six (6) weeks as determined by FMLA paperwork submitted to HR. They have a total of five (5) weeks of paid leave at the time they go out on FMLA. MBCPL will grant 40 hours of paid FMLA leave (1 week) to bridge the gap between employee's accumulated leave and granted FMLA leave.

Protected Leave for Eligible Staff Members:

If a staff member is deemed eligible, the staff member may take family/medical leave for any of the following reasons: (1) the birth of a child and to care for such child; (2) the placement of a child with the staff member for adoption or foster care; (3) to care for a spouse, child, or parent with a serious health condition; (4) because of the staff member's own serious health condition which renders the staff member unable to perform one or more of the essential functions of the staff member's position; or (5) reasons related to a family member's service in the military, including qualifying exigency leave related to family member's foreign deployment and military caregiver leave for family members who are current servicemembers or recent veterans with serious injury or illness.

Notice of Leave

If the FMLA leave is foreseeable, the staff member must give the library at least 30 days' notice following the usual procedure for requesting a leave of absence (notifying the immediate supervisor and human resources). Where the need for leave is not foreseeable, the staff member is expected to notify the library as soon as practical and, absent unusual circumstances, follow the library's normal leave procedures (notifying the immediate supervisor and human resources).

Employers may ask for information from a health care provider before approving FMLA leave and must allow

fifteen (15) calendar days to provide the information.