

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library  
May Meeting Minutes  
May 27, 2021

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

Present: Gary Wine, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Karen Greenfield; Gretchen Fry, Librarian; Lynn Walker, Finance and Human Resource Manager. Absent: Scott Campbell, Chair.

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

The minutes of the April 22, 2021 meeting were approved on a Douglass/Greenfield motion by unanimous voice vote.

There were no Public Comments.

The Financial Report ending April 30, 2021 presented by Lynn Walker was accepted on a Douglass/Greenfield motion by unanimous voice vote.

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

Unfinished Business:

Discussion of getting the most benefit from the Hedgesville Solar Panels based on additional information prepared by Dana Phelps did not result in action.

The Library Foundation has been dissolved after resolving the IRS status. Funds will be transferred to the MBCPL but encumbered funds will be identified. Encumbered funds will be used in accordance with the encumbrance. The funds will appear in the Financial Report ending May 31, 2021.

The reallocation of FY 2021 funds has been deferred until July 2021 when the amount and pending obligations will be known.

COVID-19 Operating Policy proposed by the Librarian were discussed and amended. Approved as amended on a Greenfield/Douglass motion by a unanimous voice vote.

New Business:

An Audit Committee of Sara Douglas, Treasurer; Lynn Walker, Finance and Human Resource Manager; Gretchen Fry, Librarian; and Gary Wine, Vice Chair was appointed on a Douglass/Greenfield motion by unanimous voice vote.

The Douglass/Greenfield motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:44PM.

Respectfully submitted,  
Billie J. Grey, Secretary

## **Directors Report May 2021**

### **Technology**

The library's TLC software was successfully upgraded. TLC is our ILS (integrated library system). TLC manages the data we use to run the library, such as patron information, library materials we own, and circulation of those materials. TLC hosts our data remotely and is paid for by the library commission.

The eight counties of the Eastern Library Network (Berkeley, Morgan, Jefferson, Hampshire, Miner, Grant, Hardy, Pendleton) all share the TLC system. Tina Snyder (our database manager) worked with TLC to troubleshoot problems and make the transition as smooth as possible. I helped Tina with communicating information between the ELN membership, the library staff, and our vendors, Overdrive (Libby) and PC reservation.

The library's cataloguers are in the process of learning the new interface, which is completely different from the old method of cataloguing. The circulation module is similar to the old one.

The Berkeley County IT department set up the copy machines so that library staff is now able to fax directly from the machines.

### **State Office of Technology**

The information technology staff that used to work for the state library commission is being moved to the state office of technology. This means that Tina Snyder, who manages our TLC database, and provides general IT support to our affiliate libraries in Jefferson and Morgan counties, will no longer be working exclusively on library IT issues.

### **Library Legislative Activities**

As part of my role on the WVLA legislative committee, I participated in three zoom calls with representatives from Capito, Manchin, and Mooney's office. I spoke about the potential benefits of the Build America's Libraries Act for the Martinsburg-Berkeley County public library.

I attended an informational session forwarded to us from Berkeley County called "Earmarks 101". I asked specifically about funding for library buildings and I was told by Manchin's representative that the Library does not fall under one of the eligible agencies, accounts, or programs. He did mention USDA grants for library buildings, but unfortunately the Martinsburg- Berkeley County Library does not qualify, because the FDA only gives grants to small rural libraries.

### **Library Facilities**

I met with Josh Bower to talk through next steps on the building plan. I had an in-depth discussion with him on the architectural layout of the building, and some the challenges our current space presents.