

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
April Meeting Minutes
April 28, 2022

Gary Wine, Chair, being absent, Karen Greenfield, Vice Chair, called the meeting to order at 5:01PM.

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

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

The minutes of the March 24, 2022 meeting were approved as amended on a Douglass/Ausherman motion by unanimous voice vote.

Public comments: Bill Schecker, from the Friends of Hedgesville Public Library, discussed the Collection Development Policy and the Reconsideration of books included in the collection.

The Financial Report ending March 31, 2022 presented by Lynn Walker 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.

Old Business:

The revision of the Meeting Space Policy was discussed and approved on a Douglass/Ausherman motion with punctuation corrections by a unanimous voice vote.

Continuing Business:

The Collection Development Policy section concerning requests for reconsideration was discussed on a Douglass/Ausherman motion. Decision was deferred until the draft document could be revised as discussed.

New Business:

FYE 2023 Budget was presented by Gretchen Fry. After discussion decision was deferred until options were clarified.

Executive Session ~~is~~ scheduled for April to continue the discussion of Personnel Matters was deferred until May meeting.

The Douglass/Ausherman motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:29PM.

Respectfully submitted,
Billie J. Grey, Secretary



Directors Report April 2022

I submitted a Congressionally Directed Spending Request to Senator Manchin and Senator Capito's Office for 1.4 million dollars to address three critical facility repairs needed for the Martinsburg Library building- specifically, the HVAC system, the roof, and the electrical system.

The total project cost for HVAC/Electrical/ Roof is 1.98 Million, based on an updated estimate from Josh Bower (Crabtree, Rorhbaugh & Associates). The proposal asked for 1.4 million, with the library providing the remaining funds (approximately \$578,080 or 29% of the project). As part of the application process, I submitted letters of support from the County, City, Board of Education, and Main Street Martinsburg.

Keith and I met with Randal Reid-Smith, Matt Umstead, and community stakeholders for a preliminary meeting to discuss the new Museum planned for 110 West King (see Journal Article attached). After the meeting I talked with Mr. Reid-Smith about the Martinsburg Library's facility needs (I gave him a copy of the facility study at a previous meeting).

On April 13th, The Martinsburg-Berkeley County Library presented Jim Droegemeyer and Cinda O'Neill with a letter of recognition and plaque honoring their donations to the Hedgesville library.

The Children's Department hired two part-time staff (the department recently lost 1.5 FTE staff). North Berkeley hired a part-time staff to compensate for a staff member working reduced hours. Muselman-South Berkeley library is in the process of hiring a part-time staff person.

Keith and I hosted a tour of the Martinsburg library and the 250th display for the Leadership Berkeley class on April 19th and the Sunrise rotary club on April 26th.

Ron Good spoke at the Martinsburg Library about his Berkeley County collections which are currently part on display in the "Discover Berkeley 250 Exhibit" at the Martinsburg Public Library (and in the Hedgesville Public Library) on Saturday afternoon, April 23 at 2:00 p.m. at the Martinsburg Public Library.

Upcoming:

The Martinsburg Library will be offering a History Speaker Series the fourth Saturday of every month as part of the Berkeley 250th Display.

The Martinsburg Library will be on the Trolley Stop May 14th and 15th as part of the Berkeley 250th Founder's Day celebration.

Martinsburg Library Meeting Space Policy

All persons using the facility must comply with the Martinsburg-Berkeley County Public Libraries Patron Code of Behavior.

Library facility use does not constitute the Martinsburg-Berkeley County Public Libraries' endorsement of the beliefs, ideas, or policies expressed by any organizations or individuals using the space. Nonlibrary groups using library facilities may not publicize their activities in such a way as to imply library sponsorship. In addition, the name, address, and phone number of any Martinsburg-Berkeley County Public Library may not be used as the official address of any organization using library facilities.

Library Plaza: Use of the plaza by groups is restricted to Library sponsored or co-sponsored events.

Meeting Rooms: The Martinsburg Public Library has meeting rooms which are available to the public, as defined in this policy, on an equitable basis regardless of the beliefs or affiliations of individuals or groups. Rooms may not be used for regular business operations or private social events for individuals such as birthday parties or weddings. Selling or soliciting is prohibited. Approval of all requests made are subject to the discretion of the Library Director.

Fee Information

- For-profit groups will be charged a rental fee. Rental fee is waived for not-for-profit and government usage or at the discretion of the Library Director or designated Supervisor.
- Hourly rental fee are as follows: Top Floor Meeting Room- \$20.00, Storytime Room- \$20.00, and STEM Lab- \$10.00
- Rental fees are due prior to the scheduled use of the room.
- Accepted forms of payment are cash or check made out to MBCPL.
- A \$20.00 cleaning fee will be collected if the room is not left in its original condition.

General Information

- Meeting rooms on the children/teen floor (Storytime Room and STEM Lab) will be restricted to children's/teen activities only. The Top floor meeting room is open to all ages.
- Library-sponsored programs and activities take precedence over other activities.
- Use of library facilities by outside organizations or groups may not interfere with regular library operations or services. Members of groups using a meeting room must not disturb library patrons. Children associated with groups using a meeting room should be supervised while in the library.
- The Martinsburg-Berkeley County Public Library is not liable for damages caused to the user or his or her property while using library facilities and the library will be held harmless from any liability to third parties for injury.
- In the event of severe weather or an emergency, a group representative will be responsible for checking the library's website for closing announcements.
- The Martinsburg Library's meeting rooms are available during normal operating hours.

- Meeting rooms will be held for a maximum of 15 minutes after the scheduled start of the meeting. If the meeting room is unoccupied by that time, the reservation is forfeited and the room is open for other patron usage.
- No piece of equipment or other items belonging to a group may be left in the library between meetings.
- Rooms can be reserved only up to 3 months in advance.
- For recurring meetings, the group representative must fill out a new application for each quarter of each year.