

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library – 2nd Floor
February Meeting Minutes
February 28, 2021

Scott Campbell, Chair, called the meeting to order at 5:00PM.

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

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

The minutes of the January 28, 2021 meeting were approved on a Wine/Greenfield motion by unanimous voice vote.

There were no Public Comments.

The Financial Report ending January 31, 2021 presented by Lynn Walker was approved on a Douglass/Wine motion by unanimous voice vote.

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

Unfinished Business:

The Strategic Planning: Community Needs Assessment, Capital Building, and Facility Plans were reviewed. The Draft distributed was approved on a Douglass/Wine motion by unanimous voice vote.

The Martinsburg Library Development Plan was discussed. The Martinsburg Library facility study and master plan proposed by Crabtree, Rohrbaugh & Assoc. dated November 13, 2020 was approved on a Wine/Douglass motion by unanimous voice vote.

The Librarian and Finance & Human Resource Manager presentation of the Library Budget to the County Council was rescheduled to February 25, 2021.

New Business:

The FY 2020 Draft 990 distributed to the Library Board for review was discussed. Approved on a Wine/Douglass motion by unanimous voice vote.

The Greenfield/Douglass motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:32PM.

Respectfully submitted,
Billie J. Grey, Secretary

Directors Report- February 2021

Based on the new COVID-19 capacity guidelines from the Governor for retail establishments, Hedgesville and Musselman libraries can now accommodate 18 patrons, North Berkeley Library can accommodate 8 patrons, and Martinsburg can accommodate 48 patrons.

Martinsburg Library Facilities: One of Library's two main heat pumps is not functioning because of an issue related to the library's electrical panel. Because of the age of the panel the electrician needed to order parts to repair it.

Martinsburg Improvements: We are waiting on furniture delivery and installation from J.P.Jay associates for the teen department. We have requested a modified estimate for the flooring upstairs, which would include the new Martinsburg Room, and to fill in the "edges" and landings.

The library has received a proposal from Document Solutions for six copiers to meet the faxing, copying, scanning and printing needs of both library staff and patrons downtown and at the branches. This is an AEPA (Association of Educational Purchasing Agencies) contract. The proposal includes a solution in which library staff can send faxes directly from the copier.

We are currently evaluating two types of payment solutions for patrons. 1) Document solutions has proposed Papercut software and revalue Kiosk (Martinsburg only). 2) Another option is LPT1 print management software and a combination of traditional coin/bill machine and Envisionware's print release station (Martinsburg only).

AARP Tax appointments are full in Martinsburg and North Berkeley, and they are rapidly filling up at Musselman and Hedgesville Libraries. The library staff have been doing a wonderful job managing appointments.