

Regular Meeting
Martinsburg-Berkeley County Public Library Commission
5:00 p.m. – January 22, 2026
North Berkeley Public Library

Call to order: Lakyn Ausherman, President, called the regular meeting of the Martinsburg-Berkeley County Public Library Commission to order at 5:01 p.m. in the North Berkeley Public Library

Attendees:

Voting members: Lakyn Ausherman, President, Sara Douglass, Vice Chair; Alisa Mills, Secretary; Ian Gingold, Treasurer; Aimee Gee, member

Non-voting members: Gretchen Fry, MBCPL Director; Lynn Walker, Finance and Human Resource Manager

Guests: Justin Henry, Alan Henry, former property owners; Julian Etches, property owner with Scheer Partners; Mike Funk, Attorney at Law; Chris Cox, Attorney at Law

Approval of Minutes: Review of previous minutes tabled at this time

Public Comments: A tour of the parking lot area near the unfinished property next to the library was taken by the meeting attendees to view and discuss proposed parking issues when the property is developed. Guests explained that they would be willing to install a paved parking area where there is currently gravel in exchange for the guarantee of 7 spaces for the employees of the new building, which will most likely be a fast-food restaurant.

Financial Report: The Financial Report ending Dec. 31, 2025, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Douglas, seconded by Gingold, all approved by unanimous vocal vote.

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

Facilities Report: The fire alarm system is being installed and tested. HVAC system and other mechanicals inspections have been completed. New flooring has been installed. Quotes are being received for the new security system.

Unfinished Business: none

New Business: A change to the parking situation from the unloading and access area to the new lot has been proposed by the new owners. Specifically, a change to the wording in the original agreement so a small area near the exit to the library book drop can be used as parking.

A motion to delay a vote on the easement until the board can discuss it with the library's attorney was made by Douglass, seconded by Gingold.

Opening plans for the Martinsburg Library were discussed, with a soft opening scheduled for the beginning of February and an official Ribbon Cutting ceremony on February 19th.

Motion was made to move to Executive session by Douglass, seconded by Gingold

Leave Executive Session at 5:52 p.m.

Motion to explore variables regarding the easement for utilities and side of the North Berkeley Library property was made by Gingold, seconded by Douglass, all approved.

Meeting adjourned at 5:52 p.m.

Respectfully submitted,

Alisa Mills