

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
May Meeting Minutes
May 25, 2023

Karen Greenfield, Chair, called the meeting to order at 5:00PM.

Present: Karen Greenfield, Chair; Lakyn Ausherman, Vice Chair; Billie Grey, Secretary; Ian Gingold. Gretchen Fry, Librarian. Absent: Sara Douglass, Treasurer.

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

The minutes of the April 27, 2023 meeting were approved, as amended, on a Grey/Ausherman motion by unanimous voice vote.

Public comments: Tom Ressler provided ideas to get a library built at North Berkeley and the benefits to the community from that library. He provided written comments, which will be attached to the minutes. William Schechter commented on priorities within the system for repairs at Martinsburg, finishing Hedgesville, and construction of a new library at North Berkeley.

The Financial Report ending April 30, 2022 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Grey/Gingold motion by unanimous voice vote.

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

Unfinished Business:

Proposal for Owner's Representative for the Martinsburg Library HVAC and Electrical Project has been deferred to August.

The revised dress code was approved on a Grey/Ausherman motion by unanimous voice vote.

New Business: None

The Gingold/Ausherman motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:28 PM.

Respectfully submitted,
Billie J. Grey, Secretary

NORTH BERKELEY LIBRARY ITINERARY

Write letter requesting funds for Little Free Libraries.

Check on grant application funding availability.

Contact Mr. Fallon regarding buffer zone use.

County Council selling Dunn-Siebert building, request funds from sale to be used for architectural drawings and design of New Spring Mills Library.

Seek funds to be used for the construction of New Spring Mills Library.

Ask to see if old Sportmans Paradise property can be put up for sale to private developer. Money from sale to be added to Library Building Fund.

Try to get copy of drawings for new Williamsport, MD library to be built. See if they would be acceptable to use for Spring Mills Library.

Set up a date to begin the Library Building Fund community campaign. Mass distribution within developments. List of developments to be served. Other areas from Bedington to Maryland line.

List of businesses to contact requesting donations to the Library Building Fund.

Grants from local and related programs to provide Financial Assistance.

Seek grants from Federal agencies>>Manchin, Capito, Mooney.

Tom Ressler

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Directors Report May 2023

Peter Bolek, President of HBM, facilitated four public engagement sessions (one at each library), a student engagement session at Musselman Library, a stakeholders luncheon and an engagement session for all library staff.

The stakeholder's luncheon had over 20 participants, including representatives of all of the library's funding entities. Attendees included Mayor Kevin Knowles, Superintendent Ron Stephens, President of the Board of Education Pat Murphy, County Council Member HD Boyd, and County Council Member Eddie Gochenour. The staff session was also very successful, the majority of staff were able to attend and gave valuable input.

Rip Smith of Berkeley County Art Works and Keith Hammersla installed the interwoven display on the Main Floor of the library. Approximately 40 people attended the reception.

Using a scissor lift, electricians installed new LED lights for the front "porch" of the Martinsburg Library. They also installed new hardware to support the banner for the interwoven display (and future banners). At the Musselman Library, the school replaced lightbulbs in the fixtures. This was a much needed repair (again a scissor lift was required).

Upcoming-

June 2nd- First Day of Summer Reading.

June 7th- Good Will Event- Cut, Cloth, Work

July 22- ComiCon

PERSONAL APPEARANCE

Business Casual Dress Code:

It is the policy of the MBCPL that all employees and volunteers maintain and present themselves in such a professional manner that their hygiene and general personal appearance conform to business casual standards. Professional appearance results in professional performance that will reflect a positive image to the public.

All employees and volunteers shall be responsible for their personal appearance and hygiene. Employees and volunteers are expected to be neat and clean, and to use prudent judgment, good taste, and common sense regarding appropriateness of attire. Attire shall not interfere with job performance or job safety and should be neat and clean at all times.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional, business casual attire for work, please ask the Director/Supervisor.

The underlying standard for this dress code is "business casual." Because all casual clothing is not suitable for the library, the following guidelines will help you determine what is appropriate to wear to work.

Acceptable attire includes, but is not limited to:

- Suits, pantsuits, blazers, or sport coats
- Dress shirts or blouses
- Dress slacks, Khakis or Dockers style slacks
- Jeans that are not torn, frayed, or stained
- Business dresses or skirts of an appropriate length (knee length)
- Sweaters, Sweatshirts, Polos/Golf shirts, T-shirts
- Dress shoes, loafers, flats, dress boots, dress sandals, athletic shoes or sneakers that are clean

Unacceptable attire includes, but is not limited to:

- Shorts
- Clothing that works well for the beach, yard work, sleeping, formal clubs or restaurants, exercise sessions, and sports contests
- Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear
- Clothing that is torn, dirty, stained or frayed.
- Clothing which could pose a safety hazard
- Clothing with writing or language with offensive content, implied or stated profanity, advertisements or logos for alcohol, tobacco products, illegal, racial, or sexual connotations, or political endorsements

Piercings and jewelry should not pose a hazard or restrict work. Tattoos that are vulgar, obscene or offensive in content must be covered.

It is expected that persons in management positions may need to dress for formal occasions as necessary for special events and meetings.

The Director/Supervisor has the final interpretation for the appropriateness of all dress. Staff members deemed as inappropriately dressed will be asked to leave and to return to work after making the necessary changes. The staff member will NOT be paid for the time missed and will receive a verbal warning. Disciplinary action will be applied if dress code violations continue.