

Regular Meeting
Martinsburg-Berkeley County Public Library Commission
4:30 p.m. – December 18, 2025
Martinsburg Public Library

Call to order: Lakyn Ausherman, President, called the regular meeting of the Martinsburg-Berkeley County Public Library Commission to order at 4:30 p.m. in the Martinsburg Public Library

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

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

Review of the October 23, 2025, Regular Meeting Minutes:

Approved by Mahaffey, seconded by Gingold, all approved

Public Comments: Marlan Green took the Board on a tour of the library so we could see the progress and status of the library and what the Friends of the Library are doing to help. The Friends are assisting with configuring shelving, wiping shelves and other surfaces, organizing book collections and getting the books reshelfed.

Financial Report:

The Financial Report ending November 30, 2025, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Mills 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 Facilities Report, a report on the status of the library and the projects in progress, was presented by Lynn Walker and will be included in the minutes.

Unfinished Business:

None

New Business:

Post-construction cleaning quotes from several companies were discussed for the thorough cleaning that needs to be done in the library before opening it up to the public. A motion was made to accept the Servpro bid for \$30,000 for the cleanup of the Martinsburg library, due to their better technology and services offered. Motion proposed by Mahaffey, seconded by Gingold. All approved.

Boland change orders were discussed as follows:

- Motion to install a mini split in the IT room for \$10,000 was made by Douglass, seconded by Gingold, all approved.
- Motion to install emergency and exit lighting for \$10,500 was made by Douglass, seconded by Gingold, all approved.
- Motion to replace the lower-level mechanical room door and doorframe, in order to pass inspection was made by Douglass, seconded by Mills, all approved.
- Motion to repair and install all exhaust ceiling fans in the restrooms, including new ductwork and labor for \$25,371 was made by Douglass, seconded by Gingold, all approved.

Motion was made to approve section 8 of the hiring policy for library commission members (board members) by Douglass, seconded by Mahaffey.

The Board wishes to express appreciation to the Friends for all their hard work in cleaning, organizing, and supporting the library system in Berkeley County.

Motion to adjourn by Mahaffey, seconded by Gingold. All approved.

Meeting adjourned at 5:45 pm.

Respectfully submitted,

Alisa Mills, Secretary