

Martinsburg-Berkeley County Public Library Commission
Virtual Meeting using Zoom
March Meeting Minutes
April 23, 2020

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. Absent: None.

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

The minutes of the March 31, 2020 meeting were approved on a Douglass/Greenfield motion by a unanimous voice vote.

Public Comments: None

Financial Report:

The Financial Report for the period ending April 22, 2020 presented by Lynn Walker was approved, pending audit, on a Douglass/Campbell motion with a unanimous voice vote.

Director's Report:

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

Development/Community Outreach Report:

The Development Community Outreach Report was presented by Kelly Tanksley and will be included in the minutes.

Unfinished Business:

The library is still operating at a very limited level with virtual meetings and work from home. A staged reopening plan is being developed and will be presented at the May meeting

An arrangement was made with UPS to allow for the delivery of boxes during the Corona Virus emergency.

Draft Financial Policies: discussion deferred to next month.

The IRS Form 990 is ready and has been reviewed. It is due in May. Approved on a Wine/Douglass motion by a unanimous voice vote.

New Business:

None on the Agenda.

On a Greenfield/Douglass motion, the Board went into Executive Session by unanimous voice vote at 5:23PM.

On a Douglass/Wine motion, the Board came out of Executive Session by unanimous voice vote at 6:06P.

On a Grey/Douglass motion, the Library Director has the authority to reduce staff hours as appropriate. Approved by unanimous voice vote.

The Wine/Greenfield motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:07PM.

Respectfully submitted,
Billie J. Grey, Secretary