

Martinsburg-Berkeley County Public Library Commission
Martinsburg Berkeley County Public Library
May Regular Meeting Minutes
May 23, 2024

Karen Greenfield, Chair, called the regular meeting of the Martinsburg Berkeley County Library Commission to order at 5:08 PM in the Martinsburg Library.

Attendees:

Voting Members: Karen Greenfield, Chair; Sara Douglass, Vice Chair; Ian Gingold, Treasurer; Lakyn Ausherman, Secretary; Robert Mahaffey, Member Absent: None.

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

Guests: None.

Approval of Minutes:

The minutes of the April 25, 2024 meeting were approved on a Douglass/Gingold motion by unanimous voice vote.

Public Comments:

None.

Financial Report:

The Financial Report ending April 30, 2024 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Gingold/Mahaffey motion by unanimous voice vote.

Director's Report:

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

Unfinished Business:

The library will be receiving a schedule from the contractor for the Martinsburg HVAC project, Boland, shortly. The project will not begin until after the Summer Reading Program ends.

New Business:

None.

Executive Session:

The Douglass/Mahaffey motion to move to Executive Session was made at 5:34 PM and was approved by unanimous voice vote. Executive session ended at 5:53 by a Douglass/Gingold motion.

The Douglass/Mahaffey motion to adjourn was approved by unanimous voice vote, and the meeting adjourned at 5:54 PM.

Respectfully submitted,
Lakyn Ausherman

Director's Report May 2024

The Berkeley County Board of Education Levy passed. The library will be receiving an additional \$40,000 per year starting in FY 2026. This will be the library's first increase in BOE funding in 10 years.

David (Assistant Director/Musselman Manger) and Ladeana (Musselman School Librarian) and I have been meeting to discuss the layout of the Musselman library and prioritize the library's needs. We plan to set up a meeting with Superintendent Stephens and Principle Riggleman in June or July to discuss funding for new floors and furniture.

Berkeley County IT is working on a number of projects for the library, including upgrading/strengthening the wireless signal by adding additional wireless access points at the Martinsburg and Musselman Libraries. Berkeley County IT is also updating PC reservation and Deep Freeze software.

Library staff report that patron computers at all libraries are starting to freeze and crash on a regular basis. Berkeley County IT is trying to keep the computers going but the computers are nearing the end of their life cycle.

Chanda and I are interviewing for the Teen Librarian position and plan to have a new librarian hired by the beginning of June.

The Interwoven Display in the Museum space will be taken down by August 12th in preparation for the HVAC project. For the next year, the space will be used to store materials for the HVAC project.

Upcoming:

June 1st - Launch of Summer Reading Program and Comic Con