

**Martinsburg-Berkeley County Public Library Commission**  
**Martinsburg Berkeley County Public Library**  
**October Meeting Minutes**  
**December 14, 2023**

Sara Douglass, Vice Chair, called the regular meeting of the Martinsburg Berkeley County Library Commission to order at 5:04 PM in the Martinsburg Library at the Chair's request..

**Attendees:**

Voting Members: Karen Greenfield, Chair (via Zoom); 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 October 26, 2023 meeting were approved on a Gingold/Mahaffey motion by unanimous voice vote.

**Public comments:**

None

**Financial Report:**

The Financial Report ending November 30, 2023 presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, on a Ausherman/Gingold 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 Commission received an updated proposal dated November 2023 from the contractor Boland for the Martinsburg HVAC project. A Gingold/Greenfield motion to accept the updated proposal by Boland, pending receiving \$470,000.00 of funding from the county, city, and state governments and utilizing \$130,000.00 of the ARPA funds previously awarded to the MBCPL system, was voted in the affirmative via voice vote by Greenfield, Gingold, Douglass, and Ausherman. There was one abstention on this vote by Mahaffey due to lack of familiarity with the proposal and history of this project.

100 percent of the deposit originally paid to the previous Martinsburg Roof project contractor was returned to the MBCPL upon severing the relationship. This project will be put back out on bid.

**New Business:**

The MBCPL Final Audit report for 2023 was presented by Lynn Walker, Finance and Human Resource Manager. There were no findings on the audit report. A Gingold/Ausherman motion to approve the Final Audit report for 2023 was approved by unanimous voice vote.

MBCPL Director, Gretchen Fry, submitted several proposals in writing to the Board of Education concerning their

upcoming Excess Levy and its potential impact on MBCPL funding levels. She will attend an upcoming Board of Education meeting to discuss these proposals verbally during public comments.

A Gingold/Mahaffey motion to move the regularly scheduled January Library Commission meeting from January 25, 2023 to January 18, 2023 was approved by unanimous voice vote.

Following the Facilities Master Plan presentation by HBM, strategic planning work sessions will be posted by Gretchen Fry shortly.

**Executive Session:**

The Executive Session on Personnel Actions was delayed.

The Ausherman/Mahaffey motion to adjourn was approved by unanimous voice vote, and the meeting adjourned at 6:12 PM.

Respectfully submitted,  
Lakyn Ausherman

## **Directors Report December 2023**

David Porterfield (assistant director) and I met with Superintendent Ron Stephens in November to discuss the 2025 board of education excess levy. I submitted a written request for increased funding to Superintendent Ron Stephens, which he gave to the Board of Education members at their budget meeting on December 12th.

### **Martinsburg staffing**

The library hired Samantha Martz as head of cataloging for the Martinsburg-Berkeley County public library system. Samantha's previous position was a trainer for our ILS software, TLC. It is a huge benefit to the library system to have someone on staff who can address long standing issues with the library's catalog and address other TLC problems.

Emily Jones, who has been an excellent Youth Services Librarian, is leaving MBCPL to take a position at TLC. Her position will be posted.

Matt Bernstein, who we hired in October to fill the Reference/interlibrary loan position has left for a management job in the Handley library system. The library hired Darren Stephens to fill this position. Darren has been working part-time for the MBCPL system while working on his Masters in Library Science and we are excited to have him full-time. Darren will be taking over updating the website.

### **Events**

The Martinsburg Library's Youth Services department provided children's activities during two Main Street Martinsburg events- The Food Truck festival and Christmas on Main. For adults, the Martinsburg Library hosted a "Twilight" party and, in partnership with WVU medicine, a diabetes awareness event.