

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library  
August Meeting Minutes  
August 22, 2021

Gary Wine, Vice Chair, called the meeting to order at 5:00PM.

Present: Gary Wine, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Karen Greenfield; Gretchen Fry, Librarian; Lynn Walker, Finance and Human Resource Manager. Absent: none.

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

The new Board member has not been appointed.

The election of officers was held:

Gary Wine: Chair

Karen Greenfield: Vice Chair

Sara Douglass: Treasurer

Billie J Grey: Secretary

The minutes of the July 22, 2021 meeting were approved on a Douglass/Greenfield motion by unanimous voice vote.

Public comments:

William Shechter, from the Hedgesville Friends, provided information about the solar panels in Hedgesville. He drew the Board's attention to the excellent job that Dana Phelps has done initiating, coordinating and finding the right people to assist. The monthly electric bill for August 2018, before the installation of the Solar Panels was \$446.35. The August 2021 electric bill was \$23.31.

The Financial Report ending July 30, 2021 presented by Lynn Walker was accepted pending audit on a Douglass/Greenfield motion by unanimous voice vote.

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

Unfinished Business:

The Draft RFQ for System-Wide Facilities and Needs Assessment was discussed but no action taken.

The quote for flooring the Martinsburg Main Floor in the amount of \$40,508.84 was approved to be funded with Contingency Funds. The work will be completed in stages. A Douglass/Greenfield motion was approved by unanimous voice vote.

New Business:

The Draft By-law was discussed. The attached revision was approved on a Douglass/Geenfield motion by voice vote.

The Douglas/Greenfield motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 5:39PM.

Respectfully submitted,  
Billie J. Grey, Secretary

## **Directors Report August 2021**

As part of Berkeley County's 250 celebration, Martinsburg Library's staff (in collaboration with Berkeley County's 250<sup>th</sup> committee and community members) will construct a temporary display of Berkeley county historical documents and artifacts. Display will be located on the main floor and run from December 31<sup>st</sup> (Apple Drop) until the end of Summer Reading program. This year's Summer Reading program theme will be Berkeley County.

### **Martinsburg Library Improvements:**

Stem Lab and Children's Storytime Room have been painted. Seating and tables have been moved out of storage and onto the main floor.

Next Step: Replaced the carpet on the main floor with new flooring.

### **Berkeley County IT Projects**

#### **Currently working on:**

- Laptops for patron use
- Print management, LPT1 software and evaluation of mobile print and self-release station.
- New people counters for Hedgesville, North Berkeley, and Musselman Libraries. I would like them to be hardwired and automatically record statistics to a website.
- Help with evaluation of current technology and disposal of outdated technology.

**Future Project:** Help with purchase of projector and/or smart board/TV

### **COVID-19 and Masks**

Musselman-South Berkeley Library will follow Berkeley County Schools and the Health Department's guidelines and require the public to wear masks while in library if the county is orange or red.

At the libraries with adequate outdoor space, children's programming will continue to be held outside while the weather is mild. Masks will not be required for outdoor programs. Children's programs that are held indoors will follow Berkeley County Health Department's mask recommendations for Berkeley County Schools.

### **Upcoming Trainings for Library Staff:**

October 11<sup>th</sup>- Annual Staff Development Day- Martinsburg

October 25-27<sup>th</sup> TLC U - Virtual Conference. All staff members can attend.

### **Upcoming Library Programs in September:**

For Kids: Weekly Storytimes resume at all branches. Martinsburg will be starting a children's book club. Hedgesville Library will be hosting a special "Sensory Storytime" for preschoolers with sensory integration challenges.

For Teens: Manga and Teen Art Clubs in Martinsburg. Tween Craft Club in Hedgesville.

For Adults: Appalachian Writer in Residence Marie Manilla will speak on September 29<sup>th</sup> at 11:00 am at the Martinsburg Library. Knitting club will resume in Martinsburg. North Berkeley continues to have monthly craft program for adults. Book clubs for adults are available at Musselman- South Berkeley, Hedgesville, and North Berkeley Libraries.

