

Regular Meeting
Martinsburg-Berkeley County Public Library Commission
5:00 p.m. – May 22, 2025
North Berkeley Public Library

Call to order: Lakyn Ausherman, President, called the regular meeting of the Martinsburg-Berkeley County Public Library Commission to order at 5:01 p.m. in the North Berkeley Library.

Voting members: Lakyn Ausherman, President; Sarah 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 April 24, 2025 Regular Meeting Minutes:

The April 24, 2025 Regular Meeting minutes were approved on a Douglass/Mahaffey motion and by vocal vote.

Review of the April 24, 2025 Emergency Meeting Minutes:

The April 24 Regular Meeting minutes were approved on a Gingold/Mills motion and by vocal vote.

Financial Report:

The Financial Report ending April 30, 2025, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Douglass, 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.

Unfinished Business:

The HVAC project was discussed as follows: electrical work in the Martinsburg Library is being worked on. The estimated completion date of the project is October 2025. New cabling will be installed at an estimated cost of \$28,500. Cameras will be added, and updated internet. The Fire Marshall will visit the Martinsburg library to check the pipes and fireproofing.

Limited staff will be available at the Martinsburg location to do curbside pickup. Books will be sent to the Musselman library, catalogued and sent via courier to correct branches.

New business: There is a Martinsburg Friends group with officers, about 25 members, a website, and a logo. They are working on bylaws and a mission statement. They are also working on getting promotional materials to attract additional members at the Comic Con event at the

Roundhouse. On the 1st Thursday of June, there will be a meeting at The Hub. An MOU needs to be planned.

A motion to approve the proposed FY 2026 budget with specific employee salaries to be reviewed at a subsequent meeting. Motion by Douglass/Gingold. All approved by verbal consent.

Discussion was made to replace or encapsulate flooring that contains asbestos, and parts that have been damaged due to moving shelving.

A motion to approve up to \$30,00 to replace old flooring was made by Douglass/Ian. All approved by verbal consent.

Move to Executive Session at 5:48

Out of Executive Session at 5:56

Move salary review board agrees no systematic COLA increase for next fiscal year.

Motion to adjourn was made by Gingold, approved by all.

The meeting was adjourned at 5:57 p.m.

Respectfully submitted,

Alisa Mills