

Regular Meeting
Martinsburg-Berkeley County Public Library Commission
4:30 p.m. – July 31, 2025
Musselman Public Library

Call to order: Lakyn Ausherman, President, called the regular meeting of the Martinsburg-Berkeley County Public Library Commission to order at 4:30 p.m. in the Musselman Public Library

Voting members: Lakyn Ausherman, President; Sarah Douglass, Vice Chair; Alisa Mills, Secretary (virtual attendance); Ian Gingold, Treasurer

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

Guest: David Porterfield

Review of the June 26, 2025, Regular Meeting Minutes: tabled until next meeting

Financial Report:

The Financial Report ending June 30, 2025, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Gingold, seconded by Douglass, 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:

An update on the HVAC and electrical project was discussed. There is one small section of the library in the admin offices that needs to be abated but work can't start until about 2 weeks while a permit from the EPA is obtained. The HVAC units are being installed on the roof and work on the library projects is ongoing daily. The fireproofing installation is beginning on Monday, from the top to the bottom of the building. Also being worked on is the ductwork hanging and installing all the wiring while the scaffolding is up. The estimated completion date is the end of November, but then cleaning, putting everything back in place, including reshelving all the books needs to be done. The library may not be able to open until January. In the meantime, the Berkeley County gardening organization wants to decorate the outside for fall.

New business:

In an election of officers, it was proposed to keep Lakyn Ausherman as President, Sarah Douglass as Vice Chair, Ian Gingold as Treasurer and nominate Robert Mahaffey as Secretary. All attending approved unanimously.

There were two bids for the new fire alarm system that needs to be installed. A motion was made by Gingold, seconded by Douglass, to accept the quote from Brewer assuming the quote is still good. All approved.

A Memorandum of Understanding (MOU) was presented as a means for the Berkeley County Library system to work collaboratively with the Berkeley County Roundhouse Authority to benefit the community. A motion to approve was made by Douglass, seconded by Mills. All approved.

Move to Executive Session at 5:14

Out of Executive Session at 5:29

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

Meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Alisa Mills