Regular Meeting
Martinsburg-Berkeley County Public Library Commission
5:00 p.m. – February 26, 2026
Martinsburg Library

Call to order: Lakyn Ausherman, President, called the regular meeting of the Martinsburg-Berkeley County Public Library Commission to order at 5:02 p.m. in the Martinsburg Library

Attendees:
Voting members: Lakyn Ausherman, President, Sara Douglass, Vice Chair; Ian Gingold, Treasurer; Aimee Gee, member

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

Absent: Alisa Mills, Secretary

Review of the January 2026 Regular Meeting Minutes:
Approved by Gingold, seconded by Douglass, all approved

Review of the December 2025 Regular Meeting Minutes:
Approved by Gingold, seconded by Douglass, approved by all but Gee, who abstained.

Public Comments: Fry read a letter from the North Berkeley Friends voicing concerns about the parking space request from an incoming neighboring business.

Financial Report: The Financial Report ending Jan. 31, 2026, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Douglass, seconded by Gee, 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.

Facilities Report: Martinsburg is open and running with the new HVAC system.
The library has been billed for 14 days of cleaning instead of the original 8 days estimated. The original amount will be paid. The additional cost will require board approval.
A quote was received for a pavilion at North Berkeley.

Unfinished Business
North Berkeley Parking Easement - Attorney Chris Cox provided the board with additional information about utility easements on the library property and an updated parking easement proposal.

Motion was made to move to Executive session by Douglass, seconded by Gingold. Entered executive session at 5:56 p.m.
Left Executive Session at 6:35 p.m.
No action was taken.

New Business: none

Meeting adjourned at 6:36 p.m.

Respectfully submitted,
Aimee Gee

Director's Report - February 2026

The library's reopening was a success, with strong community turnout and very positive feedback Marlan Green and the Friends of the Martinsburg Library did an outstanding job partnering with the library to organize the event, and we thank Lakyn, our Board President, for speaking at the reopening. I personally invited community members and also participated i n two
radio interviews and a newspaper interview to promote the event.

Passport acceptance services are no longer permitted at our library due to federal regulations affecting nonprofit entities. The Community Passport Services Access Act (H.R. 6997) is pending, which would allow nonprofit libraries like ours to resume these services. In the meantime, we are providing guidance to patrons seeking passport services elsewhere.

Marlan Green, President of the Friends o f the Martinsburg Library, is pursuing a WISH grant t o help fund improvements to the library's façade.

At the Martinsburg Library, the new arrangement of not having a service desk on the top floor is working well so far. The library will resume its regular children's programming schedule in March.

We have received complaints from patrons regarding the reduction o f hours at the branches. Specifically the elimination of Sunday hours at the Musselman-South Berkeley Library and the reduction of hours at the Hedgesville branch.

Looking ahead, the WVLA Conference will be held in Martinsburg in October, and we will host an after-hours gathering at the Martinsburg Library. We also hope to hold an event celebrating the 100th anniversary of the founding of the Martinsburg-Berkeley County public library system. The Friends of the Martinsburg Library will have their meeting on March 26th, following the board meeting, and I invite board members to attend and collaborate with them on the anniversary event.