Regular Meeting
Martinsburg-Berkeley County Public Library Commission
5:00 p.m. – May 28, 2026
Martinsburg 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 Martinsburg Public Library

Attendees:

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

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

Guests: Marlin Green, Friends of the Public Library

Approval of Minutes: The previous meeting minutes were approved by Gingold, seconded by Douglass, all approved.

Public Comments: Marlin Green presented the plan for the upcoming library gala which will be on Sept. 19, 2026. He included information the Friends are sharing with businesses who may want to be sponsors or donate to the silent auction. Local businesses are providing catering and beverages. The theme is the Roaring 20s, with clever names and benefits for the various tiers of sponsorship.

Financial Report: The Financial Report ending April 30, 2026, presented by Lynn Walker, Finance and Human Resource Manager, was accepted, pending audit, by Gingold, 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: The new alarm system was installed and is working. It includes sensors and panic buttons for emergencies. The elevators passed inspection except for the staff phone line. Asbestos at the top of the old elevator shaft will not present a problem, according to the inspector. The Friends of the Public Library will be painting the main floor of the Martinsburg library. The main floor doors will need to be repaired within a year at a cost of approximately 2 to 3 thousand dollars.

Unfinished Business: The Budget Committee finalized the FY 2027 budget.

New Business: The restroom in the North Berkeley Library needs repairs and updates. A motion was presented by Douglass to take the funds required for the North Berkeley Library restroom from the unencumbered fund, seconded by Gee, approved by all by vocal vote.

The date for the next Board meeting was set to July 30, 2026.

A motion was made by Douglass to move to Executive session. Seconded by Gingold.

Executive Session 5:57 p.m.

Motion to leave Executive Session at 6:18 p.m. by Gingold, seconded by Gee, all approved.

A motion was made by Douglass to approve the budget as presented at the April meeting. Seconded by Gee, all approved.

A motion to adjourn made by Gingold, seconded by Gee, all approved. Meeting adjourned 6:24 p.m.

Respectfully submitted,

Alisa Mills