

Martinsburg-Berkeley County Public Library Commission  
Virtual Meeting using Zoom  
March Meeting Minutes  
March 31, 2020

Scott Campbell, Chair, called the meeting to order at 5:01PM.

Present: Scott Campbell, Chair; Gary Wine, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Karen Greenfield; Gretchen Fry, Librarian. Absent: None.

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

The minutes of the February 27, 2020 meeting were approved on a Douglass/Greenfield motion by a unanimous voice vote. The minutes of the March 17, 2020 meeting were approved on a Douglass/Greenfield motion by voice vote with one abstention.

Public Comments: None

**Financial Report:**

The Financial Report for the period ending February 29, 2020 presented by Lynn Walker was approved on a Douglass/Wine motion with a unanimous voice vote.

**Director's Report:**

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

**Development/Community Outreach Report:**

The Development Community Outreach Report was presented by Kelly Tanksley and will be included in the minutes.

**Unfinished Business:**

The library is providing limited services during the Corona virus Emergency. Telephone calls are answered Monday to Friday between 1P and 5P. The use of eBooks and eAudiobooks is increasing. Staff are updating and upgrading website. Currently not allowed to pick up boxes of books which could not be delivered due to the building being locked. Several attempts were made to obtain the boxes.

Draft Financial Policies: discussion deferred to next month.

Approximately \$20,000 from the library materials budget originally designated for physical materials will be used for the purchase of eBooks and eAudiobooks. Board approval is not required as these funds are within the same budget category.

On a Greenfield/Wine motion, encumbered funds for the Security Guard totaling \$15,380.72 will be reallocated to increase the funds available for the purchase of eBooks & eAudiobooks. Approved by unanimous voice vote.

On a Douglass/Greenfield motion, \$14,000 from the Library Programming budget will be redirected to the purchase of eBooks and eAudiobooks. Approved by unanimous voice vote.

**New Business:**

Review of the IRS Form 990 was deferred.

A Budget Committee consisting of Sara Douglass, Scott Campbell, Gretchen Fry, and Lynn Walker was appointed.

On a Douglass/Greenfield motion, the Board went into Executive Session by unanimous voice vote at 5:45PM.

On a Wine/Greenfield motion, the Board came out of Executive Session by unanimous voice vote.

On a Grey/Douglass motion, the Library Director has the authority to reduce staff hours as appropriate. Approved by unanimous voice vote.

The Wine/Greenfield motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:28PM.

Respectfully submitted,  
Billie J. Grey, Secretary