



**St. Mary's County Board of Library Trustees Meeting  
9:30 AM Friday, April 11, 2025  
Lexington Park Library**

The public may attend the meetings but should ask ahead of time if they wish to speak (email [mblackwell@stmalib.org](mailto:mblackwell@stmalib.org) or call 301-475-2151). The public may view the meeting remotely on the Library's YouTube channel: <https://www.youtube.com/c/StMarysCountyLibrary>.

- I. Call to Order, Establish Quorum
  - a. Michael Dunn, Sharon Fitzsimmons, Judith Gwynn (Treasurer), John Johnston (Vice Chair), Tressa Setlak (Chair), John Walters, Dorothy Waters.
- II. Approval of agenda
  - a. Motion: D Waters
  - b. Seconded: M Dunn
  - c. Approved

Tressa Setlak
- III. Approval of March minutes
  - a. Motion: M Dunn
  - b. Seconded: S Fitzsimmons
  - c. Approved
- IV. Celebrations:
  - a. National Volunteer Month
  - b. Milestones:
  - c. Hip Hip Hoorays: Andie Tydings, Christine Biglin, Amy Ford
- V. President's Report
  - a. Approval of Monthly Expense Ledger: 03/01/25-03/31/25
    - i. Motion: M Dunn
    - ii. Seconded: S Fitzsimmons
    - iii. Discussion:
      1. Tech Logic Circuit renewal – IT software
      2. AJE – one more invoice once project is complete
    - iv. Approved
- VI. SMRLA Report
  - a. Presentation by Morgan Miller, State Librarian
    - i. Implications of IMLS defunding
  - b. SMRLA accomplishments 2024
  - c. Board officers for next year
    - i. President: Susan Darby
    - ii. Vice President: John Johnston
    - iii. Treasurer: Ronald Crupi
  - d. FY26 Budget
    - i. Salary increases 2% COLA, 3% Merrit
  - e. New contract for ILL with Stat Courier
  - f. Board Retreat – Greenway Strategy
    - i. Went over Strategic Plan

John Johnston
- VII. Treasurer's Report
  - a. Old funds: based on research from previous Board president, both Vanguard accounts have no restrictions on their use. Future boards can decide how these funds should be used.

Judith Gwynn

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- i. Recommend in the future that the board begin discussion on what these funds should be designated for.
- ii. Current Vanguard funds are invested in bonds, so there is very little growth.
- iii. Recommend discussing, next month, options for these accounts.
- b. Set up of new Vanguard account for OPEB
  - i. Set up was done on 4/8/2025 of new account
  - ii. Treasurer: Judith Gwynn, Finance Coordinator: Belinda Lloyd will have online access to the accounts.
  - iii. Would like the board to keep better records of the OPEB and Vanguard accounts.
  - iv. Currently the funds have transferred to a cash account as a temporary hold.
    1. Need to decide:
      - a. Keep in cash
      - b. Put in a fund that earns a small interest
      - c. Drop back into the market
      - d. Space it out dropping into the market in steps.
    2. The Wellington account that the board chose is 65/35. Bonds/Stocks.
      - a. S Fitzsimmons-recommends staying out of market until less volatile
      - b. J Walters-recommends putting 50% in market, other 50% in money market funds until ready to reinvest the remaining 50% over the next 4-6 months.
    3. Motion to putting 50% in market, other 50% in money market funds until ready to reinvest over the next 4-6 months:
      - a. Motion: M Dunn
      - b. Seconded: J Walters
      - c. Approved

VIII. Director's Report

Michael Blackwell

a. Informational

i. FY25 Budget Review

1. Salaries are on budget currently
2. Health insurance is over budget due to new employees adding to the insurance.
3. Utilities above budget.
4. Staff development fund line is determined each year based on the overall budget.
5. Mobile Library budget is still within budget.
6. Technology most funds have been spent for the fiscal year.
7. Discussion:
  - a. Option of a money market checking account.

ii. FY25 Quarter 3 Stats

1. Many weather situations in the first quarter which caused the Library to be closed a few times and the Mobile Library to staff off the road.
2. Circulation is down due to publisher delays in new books.
3. Hoopla circulation is down due to funding cuts in Hoopla
4. Palace circulation is low, but the Library is promoting it. Takes time to convince customers to change platforms.
5. Increase in events.
6. Meeting room use down due to weather.
7. Overall increase in most lines from previous years.

iii. What's Happening in Your Library?

1. Budget advocacy
2. Health Department recognized the Library as a Community Health Champion
3. Hall & Leon Branch Managers completed Maryland Library Leadership Institute
4. Two STEM: Soap making and Pizza Playtime, which allowed the kids to make their own playdough.
5. Leonardtown Mural Spring art submission for windows in teen area completed and murals painted.
6. Leonardtown Scouts very kindly donated two raised beds for SEEDS planting project.

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7. Lexington Park Financial Literacy Fair with Chopticon and Lexington Park Elementary
  8. Makerspace equipment arriving (Glowforge laser cutter/engraver, Cricut Venture, 3D scanner, ChompSaws, Perler beads, sublimation printer and sublimation oven, etc.) and cabinetry on the way. Presented to Maryland Libraries about the makerspace project.
  9. Lexington Park UV lighting – germicidal UV lamps for the children's room to sterilize the air. Donated and County will install them.
  10. 22 Mobile Library stops and 10 outreach events attended by staff and Mobile Library team
  11. Attended a Tri-County Wide Detention Center Roundtable Session-hoping to work with Henry Franklin to bring a reentry bootcamp and simulation to the library
  12. Discussed computer classes and one-on-ones with St. Mary's Caring Soup Kitchen and the Charlotte Hall Veterans Home
  13. Free For All screenings – Leonardtown Library: Friday, April 11 at 2 p.m., Lexington Park Library on Friday, May 2 at 2 p.m., Charlotte Hall Library on Saturday, May 24 at 2 p.m. (Charlotte Hall's is a family event). These events include the screening and a discussion or activities.
  14. 3 Indigenous history and art programs on April 12 at Leonardtown Library
  15. 75<sup>th</sup> Anniversary kick off events – get a free t-shirt! Charlotte Hall was on Wednesday, April 9; Leonardtown on Saturday, April 19 at 1 p.m., Lexington Park on Saturday, April 26 at 10 a.m.
  16. Charlotte Hall, Lexington Park, Leonardtown, and Mobile Libraries received grants from the St. Mary's County Arts Council
  17. Final work on the TEDCO Makerspace grant application is being done. Approximately \$80,000 has been secured to satisfy the matching funds requirement for the TEDCO grant.
- iv. FY26 Budget Update
1. State budget has been passed.
  2. County should have more funding to allocate the FY26 budget after the public hearing.
  3. Library has requested supporters to come to the public hearing and speak on behalf of the Library.
  4. Federal funding for libraries
    - a. IMLS has been shut down. All LSTA grants have been stopped within this fiscal year as well as next fiscal year.
    - b. Hall capital funding is through the County not LSTA grants.
- v. Board member terms:
1. Tressa, ends June 30, eligible for one more term
  2. John Walters, ends December 31, eligible for one more term
  3. Applications will be submitted through the county.
    - a. Applicants due May 16
    - b. Board will need to preview applicants and set interviews for last 2 weeks of May
    - c. Three applicant names due to the Commissioners by early June.
  4. Request the county close the applicants by May 5
- b. Action Items
- i. Fund Balance Policy
- a. Motion as amended: add "Average monthly income" to the document
  - b. adding language, "the fund may be used for non-recurring expenses **"such as, but not limited to":**
  - c. Adding language, "Other uses **"such as"**
  - d. J Johnston,
2. Seconded: D Waters
  3. Discussion:
    - a. add "Average monthly income" to the document

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- b. concern with the wording "may be spent as recommended by the Library Director and approved by the Board of Library Trustees"
  - c. adding language, " the fund may be used for non-recurring expenses **"such as, but not limited to":**
  - d. Adding language, "Other uses **"such as"**
4. Approved: 5/2
- a. Yeas: T Setlak, S Fitzsimmons, M Dunn, D Waters, J Johnston
  - b. Nays: J Gwynn, J Walters

- IX. Old Trustee Business Tressa Setlak
- a. OPEB Fund Actions
    - i. Sign funds form
- X. New Trustee Business Tressa Setlak
- a. Request to move the Celebrations to right after the approval of the minutes in the future.
  - b. B Lloyd will check for all board members having signed conflict of interest

Next Meeting: May 9, Charlotte Hall Library

Dates to remember: April 22, 6:30 PM, Leonardtown High School – Public Budget Hearing; April 29 – Budget public comment period closes; May 6 & 13, final budget hearings; May 20, Final Budget approval; FOL Book Sale, May 16-18

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