



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, August 8, 2025
Chrlotte Hall Library**

The public may attend the meetings but should ask ahead of time if they wish to speak (email 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 (virtual), Sharon Fitzsimmons, Judith Gwynn (Treasurer), John Johnston (Vice Chair), Charles Stein, John Walters, Dorothy Waters (virtual).
- II. Approval of agenda John Johnston
 - a. Motion: J Walters
 - b. Second: M Dunn
 - c. Discussion: M Blackwell: Move FY26 budget before FY25 budget.
 - d. Approve
- III. Approval of July 2025 minutes
 - a. Discussion: none
 - b. Motion: J Walters
 - c. Second: S Fitzsimmons
 - d. Approve
- IV. Celebrations:
 - a. Milestones: Belinda Lloyd – 10 years; Cory Somerville – 10 years
 - b. Hip Hip Hoorays: Jill Hutchison, Denise Hahne, Zoe Martin, Felicity Holder, Megan Biglin, Ellie Holt
- V. President's Report
 - a. Approval of Monthly Expense Ledger: 07/01/25-07/31/25
 - i. Discussion:
 1. S Fitzsimmons: CANVA – have we looked at subscriptions? The cost on the EAL is not for a subscription. Our CANVA account is free for a non-profit. The cost on the EAL is for printed publicity cards from CANVA.
 2. J Walters: Pest control visit from an old EAL. Pest control visits only occur when there is a need, when a book is returned with pests in them. A few times a year.
 - ii. Motion: S Fitzsimmons
 - iii. Second: J Gwynn
 - iv. Approve
 - b. Credit Card Reconciliation
- VI. Treasurer's Report Next in September
 - a. Schwab account has been transferred to Vanguard
 - i. Do we need to close the Schwab account.
 1. Personal names on the account and a vote can be done under new business
- VII. SMRLA Report John Johnston
 - a. MLA virtual conference with meetings targeted towards Trustees.
 - i. J Johnston felt it was helpful and can share powerpoints from the meetings.
- VIII. Director's Report Michael Blackwell
 - a. Informational
 - i. FY26 Budget

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1. Detailed discussion of each line item – breakdown listed in board files.
2. HOOPLA refund from cancelling the app.
 - a. J Gwynn – would like the board to vote on where this refund should go to.
 - b. B Lloyd – a refund should return to the same fund it was spent from.
 - c. J Gwynn would like the accountants to determine if it must go back to the same fund or if it can go somewhere else.
 - d. J Walters – how does the MLGIP account grow?
 - i. The account can only grow if we are under budget for an entire fiscal year.
 - e. S Ftizsimmons – feels it is too early in the fiscal year to move funds to other accounts.
3. Legal fees would increase if a union were voted on. Funds would come from the MLGIP account.
- ii. FY25 Budget – in audit process
 1. Expect to spend some of the fund balance in FY25 budget.
- iii. What's Happening in Your Library?
 1. Rini Nguyen was selected to present at this year's Teen Connect conference for her work on the Leonardtown Teen space.
 2. New Digital Offerings: Sara Stephenson
 - a. Kanopy – streaming videos exclusively.
 - i. Films, documentaries, TV series, BBC, PBS
 - ii. Customers get 12 tickets per month to use.
 - iii. Can watch the videos numerous times
 - iv. Kanopy Kids includes storybooks turned into video stories, STEM content, etc. – no ticket usage needed for Kids.
 - v. July – 52 people, 151 circulations, over 300 plays.
 - i. First month – still working on publicity.
 - b. ComicsPlus – comics, Manga, children's picture books
 - i. 4 unique links – based on age level
 - i. Children's collection
 - ii. Tween Collection
 - iii. Teen Collection
 - iv. Entire Collection
 - ii. Unlimited use resource
 - i. July -45 people, added 857 titles.
 - c. How do we promote
 - i. Newsletters, staff training, website, outreach events
 - d. Palace - audiobooks
 - i. Audible studios titles available in our Palace
 - ii. Blackstone unlimited collection – over 5,000 titles
 - e. How can you find the content through the Library catalog
 - i. We share a catalog with Charles and Calvert counties. We have to work with them and SMRLA to add the content specific to our catalogs.
 - iv. Charlotte Hall Renovation Update
 1. RFP for \$300,000 for an architect is still in county processing.

b. Action Items

 - i. FY 2026 Tactical Plan
 1. Discussion:
 - a. M Dunn: Should the library add metrics for the tactical plan
 - b. J Gwynn: Refine the language to make it more specific
 - c. C Stein: Could we approve the plan and return next meeting with more quantifiable explanations

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- d. The Library requests to take back the tactical plan to attempt to provide measurable outcomes for the Board at the next meeting.

- ii. FY2026 Director Goals

- 1. Discussion:

- a. J Gwynn: Would like to complete the FY25 assessment before moving forward with Director's goals for FY26
 - b. Director's goals placed on hold until next month.

IX. Old Trustee Business

John Johnston

X. New Trustee Business

John Johnston

- a. New Officer Selection for President

- i. Discussion:

- 1. No one is interested in filing the position
 - 2. J Johnston will remain as Vice President filling in Presidential duties until new member is added and normal elections occur in December.

- b. Thank you, Michael Dunn

- c. Vacant trustee position: process

- i. Options available to the Board:

- 1. Leave position vacant and fill in December with other position opening.
 - 2. Go through a full process with applicants and interviews.
 - 3. Submit 3 names from the most recent applicant pool.

- ii. Discussion: Send original two names to county and provide a third name. Discussion to occur during the closed session.

- 1. Motion: J Gwynn
 - 2. Second: J Walters
 - 3. Approve

- d. Treasurer new business

- i. Motion to close the Schwab account

- 1. Motion: J Walters
 - 2. Second: S Fitzsimmons
 - 3. Approved

- ii. Motion to move the cash in Vanguard into the Wellington Admiral Class fund

- 1. Motion: J Gwynn
 - 2. Second: J Walters
 - 3. Abstain: S Fitzsimmons
 - 4. Approved

- e. New Trustee meeting provided by the county on 9/9/2025 at 5:15pm.

- i. J Walters recommends all board members attend/

XI. Closed session: personnel

Next Meeting: September 12, Lexington Park Library
Dates to remember: World on the Move (Through August 22)

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