



St. Mary's County Board of Library Trustees Meeting
3:00 PM Thursday, August 13, 2026
Lexington Park Library

The public may attend the meetings but should ask ahead of time if they wish to speak. Email mblackwell@stmalib.org or call 301-304-9048 to request time on the agenda. The public may view the meeting remotely on the [Library's YouTube channel](#). If In-person attendees need ADA accommodation, please email mblackwell@stmalib.org or call 301-304-9048.

Call to Order, Establish Quorum

- I. Sharon Fitzsimmons (Chair), John Johnston (Vice Chair), Bob Donaldson, Charles Stein, Dorothy Waters.
- II. Virtual: Judith Gwynn (Treasurer)
- III. Absent: Ramona Waul

Approval of August Agenda

- I. Motion: D Waters; Second: B Donaldson; Approved

Approval of June 2026 minutes

- I. Motion: C Stein; Second: J Johnston; Approved

Celebrations:

- I. Milestones:
 - a. Ziggy Smith: 5 years of service
 - b. Breanna Thorne: 5 years of service
 - c. Tammy Jones: 20 years of service
- II. Congratulations:
 - a. Early Start LATI:
 - i. Cyrena Cervantes and Kristen Riddleberger
 - b. Completed Bachelor's:
 - i. Cory Somerville
 - c. Completed MLIS:
 - i. Rini Nguyen, Denise Varela, Rita Baldwin
- III. Hip Hip Hoorays:
 - a. July 4 Opening of Lexington Park
 - i. Zane Krissoff, Melissa Kallfelz, LaRonda Gray, Mary Beth Kocianic, Ben Clements, Liv Smith, Kayla Maston, Ariel Webster
 - b. Working the Summer Lunch and Snack Program
 - i. Irma Prosser, LaRonda Gray, Kayla Maston
 - c. Coordinating hot lunches and snacks for the Summer Snack Program
 - i. Shelby Miller
 - ii. Started collecting donations in May; received \$13,926 in monetary donations in addition to many snacks that lasted through the summer.
 - iii. Partnered with Papa John's, Slim Chickens, Texas Roadhouse, Chick-fil-A, and Firehouse Subs and received most hot meals at discounted cost.
 - d. Managing the Summer Lunch and Snack Program
 - i. Denise Varela, Jill Hutchison
 - 1. Served 2,489 people; 1659 youth & 830 accompanying adults.
 - 2. Served additional 402 children during open snack hours at LEXI.
 - e. Integrating collections and accounting databases
 - i. Shelby Miller



Treasurer's Report:

Judith Gwynn

- I. FY26 Quarter 4 Report
 - a. When should the Board provide the OPEB funding?
 - i. Suggestion of a semi-annual transfer, first one in September and the second one March.
 - b. Motion to withdraw \$45,000 in September & March to support OPEB
 - c. Motion: B Donaldson; Seconded: J Johnston; Approved
- II. OPEB Bolton report will be provided in September meeting.

SMRLA Report

John Johnston

- I. Met Tuesday; no quorum, limited to discussion
 - a. Recap of United for Libraries July conference
 - b. Board survey on Microsoft Teams usage
 - c. ShareIt Marina upgrade update
 - d. Meeting 8/25 to approve SMRLA Website Accessibility Analysis contract

Director's Report

- I. Informational
 - a. FY2026 Budget Review-incomplete
 - i. First FY27 payroll encumbered in FY26, gets sent back.
 - ii. As of now, we are expecting to not dip into the fund balance.
 - iii. C Stein-If we are under-budget, it goes into the fund balance? We don't lose the money?
 - 1. M Blackwell-Correct, we are not expected to give it back.
 - iv. J Gwynn-Where do we show the donations income, like the Summer Lunch Donations?
 - 1. B Lloyd-On pg.10, for the Summer Lunch donations only \$1300 shows in FY26 because what was not spent yet has been rolled into this fiscal year to cover the rest of the summer.
 - 2. J Gwynn-The remainder shows in the same line on the FY27 budget? B Lloyd-Yes
 - v. J Gwynn-Does the same apply for the Makerspace donations
 - 1. B Lloyd-We had different grants that were completely spent out this year. The Makerspace rollover funds from FY25 are on pg.10, \$15,000. All fully spent.
 - b. FY2027 Monthly Budget
 - i. Health insurance looks high, 2 months were paid in July.
 - ii. Some front-loaded IT/Virtual Services contracts have been paid already.
 - c. FY2026 Statistics
 - i. Physical circulation increased 1%, above regional partners
 - ii. 13% increase in total events, in-person and outreach
 - iii. 24% increase in event attendance
 - iv. 91% increase mobile library visitors
 - v. 6% increase in library visitors
 - d. Staff Turnover Report
 - i. Slightly higher than last year, but all voluntary.
 - e. Staff Demographics Report
 - i. As the board has asked us, we are doing our best to reflect the county demographics with our hired staff. We are approximately within one person of that.
 - f. What's Happening at the Library?
 - i. Events
 - 1. Digital Literacy
 - a. Using Ai for everyday thinking
 - b. Digital Shelf: Preserving Access
 - 2. Embrace Innovation



- a. Sent Chompsaw to Patuxent Naval Station
 - b. Intro to 3D Printing Class
 - 3. Community Gathering
 - a. Opened LEXI on 7/4
 - b. 2 new Mobile Library Stops
 - c. Summer Snacks reached 1300 children and families
 - 4. Upcoming Programs
 - a. Summer reading through 8/29
 - b. Bark in the Park
- ii. Grant updates
 - 1. Closing Reading Gaps Grant
 - a. Used Story Champs curriculum
 - b. Recruited and trained 20 long-term volunteers
 - c. 4 After school sites
 - i. Building Bridges
 - ii. Little People at Jarboe Center Daycare
 - iii. Boys & Girls Clubs of Southern Maryland
 - d. Testing done at one site
 - i. 3 days per week, 18 weeks of instruction; 30% improvement
 - e. Other gains
 - i. Built relationships between volunteers and students
 - ii. Improvements in behavior and social interactions
 - 2. LSTA grant for new Facilities Master Study, to include working with SMRLA on future building plans
- g. Charlotte Hall Renovation Update
 - i. SMRLA Facilities Plan
 - 1. Options for new space and renovating current space.
 - ii. Grant and Schedule
 - 1. Won't know until January if we are awarded the state grant.
 - 2. The county is still moving forward with renovating the bathrooms, HVAC, windows, new stacks, etc.
 - 3. Solves current ADA compliance issues and better sets us up for further work in the future.

II. Action

- a. Penny Rounding Policy
 - i. Discussion: Approve upon updating COMAR number
 - ii. Motion: Accept as is: C Stein
 - iii. Motion: Accept with expectation that House Bill will be replaced with COMAR number when available.: J Gwynn
 - iv. Second with COMAR amendment: D Waters
 - v. Approved
- b. AI Policy Additions: Local Author and Materials Selection
 - i. Discussion
 - 1. J Gwynn-Why would we deny images created using AI as long as it is acknowledged that AI was used?
 - 2. S Fitzsimmons-Policy may be premature. If there is a best-seller in the future the is AI generated, will the library really not purchase it?
 - 3. M A Bowman-We are getting things now that are AI generated that are very poorly written and not factual, so we have to send them back.
 - a. S Fitzsimmons-Yes, you should. Can we deny them on the basis of quality rather than AI-generation?
 - b. J Gwynn-This applies to any book in the library. You are not under any obligation to keep/buy something that is poor quality.



4. M A Bowman-We will pause this for now. We are using examples from other libraries to help formulate this, but we can come back later with updates. For now, we will base local author decisions on quality.
5. M Blackwell-Suggest we look at generating a list of publishers to not purchase from that we know publish poor AI materials.

President's Report

Sharon Fitzsimmons

- I. Approval of Monthly Expense Ledger and Credit Card Reconciliation: 06/01/2026 – 06/30/2026
 - a. Motion: D Waters; Second: B Donaldson; Approved
- II. Approval of Monthly Expense Ledger and Credit Card Reconciliation: 07/01/2026 – 07/31/2026
 - a. Motion: J Johnston; Second: D Waters; Approved

New Trustee Business

Sharon Fitzsimmons

- I. FY 2027 Director Goals
 - a. Look over and discuss next month
- II. Youth Member of LBOT
 - a. Age? Possibly juniors and seniors
 - b. D Waters-Are there qualifications or guidelines?
 - i. S Fitzsimmons-We could make them.
 - c. C Stein-Is anyone interested in having a student member?
 - i. B Donaldson-It may slow down the meetings to have another, younger member. Are we here to educate them, or work the library?
 - d. S Fitzsimmons-There is a general decline in civic engagements interest in young people. This could be a good opportunity to make something available and to have a younger perspective on the board that we are not currently representing.
 - e. M A Bowman-Mobile Library and staff already visit the high schools and could ask if there is interest. Schools may offer early releases for us.
 - i. D Waters-They could join virtually.
 - f. B Lloyd-Suggestion for board to discuss exactly what they might want the student member to be. I.e. voting/non-voting, before asking for interest. We can provide other library's policies on student members as examples.

Executive Session: public meeting closed for a discussion of personnel

Next Meeting:

Thursday, September 10, 3:00 PM, Leonardtown Library

Dates to Remember:

- Chamber of Commerce Business After Hours, Lexington Park Library, September 23, 5-6:30 PM
- Annual Conference for Friends, Trustees, and Library Supporters on Saturday, November 7, BCPL Owings Mills