



**St. Mary's County Board of Library Trustees Meeting**  
**3:00 PM Thursday, February 12, 2026**  
**Leonardtown 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 301-304-9048 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](mailto:mblackwell@stmalib.org) or call 301-304-9048.

**Call to Order, Establish Quorum**

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

**Approval of agenda**

**Sharon Fitzsimmons**

- I. Motion: C Stein; Second: B Donaldson; Approved

**Approval of January 2026 minutes**

- I. Motion: J Gwynn; Seconded: R Waul; Approved

**Celebrations:**

- I. Congratulations: Emma Carroll finished early LATI;
- II. Hip Hip Hoorays:
  - a. Annie Cross - For exhibiting great customer and leadership skills in handling communication with management and customers on a Saturday when the meeting room at Charlotte Hall was experiencing cold temperatures. Annie called building services to place the work order in immediately and maintained a calm composure when handling the situation.

**Treasurer's Report: end of 3rd Qtr FY2026**

**Next due in April 2026**

**SMRLA Report**

**John Johnston**

- I. Meeting in April and will discuss filling open community slot.

**Director's Report**

**Michael Blackwell**

- I. County Update on the Charlotte Hall Project

Gary Whipple

  - a. Progress meeting
    - i. Consolidated staff space
    - ii. Open space in collections for laptops
    - iii. Meeting room
    - iv. New finishes
  - b. Cost estimates by the end of April
  - c. Met with architects
    - i. Sub-contractors
    - ii. Site visit next week
    - iii. December architect plan
  - d. Questions
    - i. S Fitzsimmons-Will the architect be talking to library staff? Yes
    - ii. S Fitzsimmons-Does plan include shared space with SMRLA? The lobby
    - iii. J Gwynn-How will this tie into discussions with SMRLA? There will be space to adjust possibly when talks are further along
    - iv. J Johnston-Is there extra space added? Some space is possible, but hindered by geography around Library
    - v. J Gwynn-Will there be public input? Yes, it is built into the plan. Public announcement, library card holders get a message about the forum
    - vi. J Gwynn-Do the plans address parking issues? Not included in the plan. No requirements will be added within the plan to increase parking



- e. B Cornish invites all Board members to visit Charlotte Hall to see and meet with staff.
    - i. Add a tour into the agenda for March meeting
  - f. Working with SMRLA
    - i. The State will maintain use of the SMRLA side
    - ii. How can we work jointly
      - 1. Deadlines for capital funds for Library and SMRLA are different
      - 2. FY30 is first available time to share
      - 3. The County would like the Hall renovation to go ahead in FY28
  - g. Meeting with the architect
    - i. Grant ask of \$3 million, should have an idea by this October, but won't know if completely approved until May 2027
    - ii. Base fund 7.5 million
    - iii. Asked architect to look at courtyard area to possibly enclose as expanded space
  - h. S Fitzsimmons-What are the drawbacks of delaying to work with SMRLA on project?
    - i. We already have the money from the county now; there is no guarantee we will have it later. And the renovation is very necessary as soon as possible. The bathrooms are not accessible. Staff spaces are extremely small and divided. Branch managers all share one office. Lobby temperature drops below acceptable standards.
- II. FY26 Budget
- a. Lexi electric starting to balance out but still expected to be over.
  - b. Circulation is low, but a lot encumbered.
  - c. Accounting will be over because of the \$10,000 OPEB study.
  - d. J Gwynn-FOL we've spent more than \$50,000. B Lloyd-\$50,000 is what we budgeted. We've collected \$127,000 and spent \$66,000.
  - e. J Gwynn-Where do we show the \$3,500 intern income? B Lloyd-It is already included in the total salaries.
  - f. D Waters-What is the lost and damaged? B Lloyd-We charge if you lose or damage the book. You can receive a refund if found within 30 days and we provide price matching.
- III. Library Highlights
- a. Digital Literacy
    - i. Hosted international webinar on Ethical AI in Libraries
    - ii. Gave out county donated laptops to county partners
  - b. Embrace Innovation
    - i. Leon Programs Intro to 3D printing and full Cricut programs
  - c. Community Gathering
    - i. Lexi Gardening 101, collaboration with Community Garden Project
  - d. Buildings and Spaces
    - i. Hall new catalog adjusting tables for ADA compliance
    - ii. 2 new shelving units at LEON
    - iii. Leon new makerspace equipment
    - iv. Lexi Douron selected for Makerspace Walls
  - e. Outreach
    - i. Monthly Maryland mobile foodbank in Ridge, 31 visitors
  - f. Young Minds
    - i. LEON Family dance party
    - ii. HALL STEM program Blood, Bones, and Guts
- IV. A funny thing happened on the way to the FY27 budget
- a. We found out that \$118,000 given by the county was a one-time amount provided from their fund balance. This had to be added back in and increase our "ask" for FY27.
- V. Notice of Intent, State Capital Grant
- VI. SMCL Trustee (& Library) Insurance Information
- a. J Johnston-Does the county have separate insurance for the senior center?
    - i. Yes, we are covered for items in the library; the building is covered by the county.
  - b. C Stein-Is 1million enough to cover all of us?



- i. M Blackwell-You wouldn't get sued as individuals but as the Board as a whole.
- ii. Investigate if that is enough coverage and add to next month's agenda.
- c. J Gwynn-Is \$100,000 enough coverage for fire damage for the whole collection?
  - i. B Lloyd-We can talk to the insurance broker and have them evaluate based on our collection audit.

VII. Library Legislation

- a. SB 378- To increase state funding
- b. HB660 – funding for SLRC
- c. R11A – State is transferring some costs of retirement costs onto the counties/libraries
- d. HB586 – student board member on library boards

VIII. Parking update

- a. Possible changes to Leonardtown parking. The County is looking at adding parking at the top of the hill on the other side of Garvey. Adding in more handicap and spaces for people with strollers
- b. Still in discussion

**President's Report**

- I. Approval of Monthly Expense Ledger: 01/01/2026 – 01/31/2026
  - a. Discussion
    - i. J Gwynn-Credit Card Fraud
      - 1. B Lloyd-My card was hacked. We cancelled the card and a refund was issued by the bank.
    - ii. S Fitzsimmons-I was surprised by the \$10,000 Bolton charge for the report. Did the board know about that?
      - 1. M Blackwell-I knew that cost upfront and decided to move forward.
      - 2. B Lloyd-The money was well spent so that everyone understands OPEB and we can move forward with it after discussing for 4 years.
  - b. Motion: J Johnston; Seconded: C Stein; Approved
- II. Credit Card Reconciliation

**Old Trustee Business**

**Sharon Fitzsimmons**

- I. *300 Years of Black Cooking* copyright: discussion of giving up copyright
  - a. Need to speak with group to discuss the options for copyright
  - b. Library administration is concerned about giving away the rights since it was given to the Library to protect it
  - c. The Foundation is willing to reprint the book and allow the Library to sell at cost
    - i. Continue discussion to reprint the book in March. Need costs to print 100 and 500
    - ii. Library can investigate grants to help the Foundation
  - d. Vote on giving copyright to Southern Maryland Heritage Area
    - i. Motion to vote No: B Donaldson; Second: R Waul; Approved
  - e. Contact the Southern Maryland National Heritage Area to let them know of vote, but would consider a partnership for distribution
  - f. Add reprinting discussion to March agenda
- II. Student Board member
  - a. Move to drop subject and pick up only have the legislative bills pass: C Stein. Possibly after May when governor signs bills
  - b. Second: J Gwynn
  - c. Approved 6 votes
  - d. Abstain: S Fitzsimmons

**New Trustee Business**

**Sharon Fitzsimmons**

- I. Signing resolution on Vanguard funds
  - a. Move to table until March to clarify language: J Gwynn
    - i. New revision sent before Board meeting



- ii. Second: D Waters
    - iii. Approved
  - II. Review and Revision of Library Board of Trustee Bylaws
    - a. Discussion
      - i. What needs to be added
      - ii. Suggestion that the Board work on a draft on google docs until the next meeting.
      - iii. M Blackwell will add to a google doc
      - iv. Who will take the lead role to revise? Bob Donaldson
      - v. Add to March agenda – Old Business
  - III. Domestic violence policy
    - a. Discussion
      - i. Personnel Manual policy
      - ii. C Stein: Update reporting language to “Supervisor, HR, or other administrator” across document
      - iii. 4<sup>th</sup> paragraph, add language “at their workplace”
      - iv. Change “another person” to “employee”
    - b. Motion to adopt policy as amended: J Johnston
    - c. Seconded: J Gwynn
    - d. Approved
  - IV. C Stein request to move Hall meeting to 3:15

Next Meeting:

Thursday, March 12, 3:00 PM, Charlotte Hall

Dates to remember: March 17 (1:30 pm, Chesapeake Building), County Budget Hearing