



**St. Mary's County Board of Library Trustees Meeting**  
**9:30 AM Friday, July 11, 2025**  
**Leonardtwn 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. Judith Gwynn (Treasurer), John Johnston (Vice Chair), John Walters, Dorothy Waters.
    - i. Absent: Charles Stein, Michael Dunn, Sharon Fitzsimmons
- II. Approval of agenda John Johnston
  - a. Motion: Dorothy Waters
  - b. Second: Judith Gwynn
  - c. Approved
- III. Presentation from St. Mary's County Chamber of Commerce celebrating 75<sup>th</sup> Anniversary
  - a. Mid September the County Commissioner's will recognize the Library's 75<sup>th</sup> Anniversary
- IV. Approval of June 2025 minutes
  - a. Motion:
  - b. Second:
  - c. Discussion:
    - i. Michael Dunn was present on Zoom for June meeting
    - ii. Page 2, VIII, ii, 4 – misspelled HOOPLA
    - iii. Page 2, VIII, 6 – correct to "we will"
    - iv. What is sensory play?
      1. Program at Charlotte Hall for children that need less stimulating environment. Part of early childhood literacy.
      2. Run by a Librarian who was previously an Occupational therapist.
    - v. Section B, V, a – past tense of move
    - vi. "We will be involved in the selection of the architect" – yes the Library will be a part of the entire process.
    - vii. Personal Services or Personnel. We use Personal Services to include salaries and insurances. It is a topic on the budget.
  - d. Approved
- V. Celebrations:
  - a. Presentation from St. Mary's County Chamber of Commerce celebrating 75<sup>th</sup> Anniversary
  - b. Hip Hip Hoorays: Tim Beers
- VI. President's Report
  - a. Approval of Monthly Expense Ledger: 06/01/25-06/30/25
    - i. Motion: J Gwynn
    - ii. Second: D Waters
    - iii. Discussion:
      1. Notary costs
        - a. How many notaries do we have?
          - i. 1 at Hall with 1 in training
          - ii. 2 at Lexington Park; 1 can notarize Spanish documents
          - iii. 2 at Leonardtown
          - iv. 1 on Mobile can notarize Spanish documents

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- b. When are they are available?
      - i. They have schedules at each branch that appointments can be set.
      - ii. Information about notaries are available on our website.
    - c. How long is their commission?
      - i. 5 years
    - d. The Library pays for the cost of the notary which includes: training, test, court and notary supplies.
  - 2. New library card expenses
    - a. How many library cards do we issue?
      - i. 675 cards in June 2025
    - b. New library cards were purchased that have our 75th anniversary art winners on them. 3 new designs. Adult, Teen or child's art winners.
    - c. We purchase new cards only every few years.
  - 3. Summer Reading giveaways
    - a. Books, bookmarks, gift certificates, pens, stickers.
    - b. Why doesn't the Foundation pay for these items.
      - i. The Friends of the Library already pays for \$20,000 of programming supplies.
      - ii. The Foundation has not offered funds for summer reading.
  - 4. Liability Insurance
    - a. Annual bill for auto, liability, work comp
    - b. We use NFP, our insurance broker that finds the deal for our insurance.
      - i. We discussed this within the last fiscal year and looked at brokers and insurance options.
      - ii. Currently we find that our current broker is still our best option.
  - 5. Digital Content Palace
    - a. Ebooks and digital audio books. App provided through grants from the state.
    - b. We add content when we can.
  - 6. Programming supplies paid for by FOL funds.
  - iv. Approved
  - b. Credit Card Reconciliation
    - i. Discussion
      - 1. Canva – we have a non-profit Canva account for the extended Canva.
        - a. The order on the EAL is for promotional materials ordered through Canva.

- VII. Treasurer's Report Judith Gwynn
- a. OPEB funds are still sitting in Schwab in cash. Waiting for the transfer to be approved.
    - i. Once it is transferred, another discussion needs to be had about what to do with the funds in the new Vanguard account.
  - b. For September meeting, need to discuss how to use the Vanguard original and Rudolph funds.

- VIII. SMRLA Report John Johnston
- a. No meeting in July.
  - b. Trustee day in August. United for Libraries program.
  - c. John Walters – Could you explain why SMRLA won't share the meeting room.
    - i. SMRLA want to do a facilities study before reconfiguring their spaces.
  - d.

- IX. Director's Report Michael Blackwell
- a. Informational
    - i. FY25 Budget Review
      - 1. Not a final budget – still in review by accountants and auditors.
      - 2. Expecting another salary expense.
      - 3. Leon utilities have not arrived.

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4. Questions
  - a. Health clinic fee – was paid by the health refund instead of our funds.
    - i. Please make a footnote on the budget about the health refund paying for the health clinic.
    - ii. Won't show on the audit.
  - b. Will the budget be completed by August?
    - i. The final budget will not be complete until the audit is complete.
  - c. Legal costs
    - i. Discuss personnel issues that needs legal advice.
- ii. FY25 Annual stats
  1. Circulation down 2% - dvd circulation down 16% because most movies have gone to streaming instead of dvd/blueray.
    - a. Circulation was up in the last quarter.
  2. 50% more events and 15% more attendance
  3. Study room usage up.
  4. Mobile Library is up
  5. Wifi and computer use down, but wifi hotspot usage up.
- iii. FY25 Staff turnover report
  1. Annual turnover 22.7%
    - a. 6 of 18 were relocation.
    - b. 5 of 18 left for higher pay or more hours.
      - i. Want to continue to grow full time opportunities in the Library
    - c. Questions:
      - i. Why so many in March
        1. Many DOD and base changes occurred in March which led to job/relocation changes
- iv. FY25 Staff demographics report
  1. The Library is staying well within the demographic of the county demographics.
- v. FY2025 Tactical Plan Report
  1. Two action item was not completed.
    - a. Number 28 – direct mailings
      - i. It was researched and determined that it was not cost effective.
    - b. Number 53 – Use consumer info to determine programs
      - i. We target age groups, but didn't target a specific demographic.
- vi. What's Happening in Your Library?
  1. Amy Ford reports on sustainability and homesteading programs managed by Nicole Bega
  2. Partnerships with Community Gargen in Lexington Park, University of Maryland Extension, SMECO, SMCPS.
  3. Address economic insecurity and the trend towards homesteading. Trying to be open to the economic needs of our community as well as the topic interests that are growing within the community. These programs have been very popular.
    - a. Garden Social & Recipe Swap
    - b. Winter Sewing
    - c. Gardening 101
    - d. Shopping and cooking on a budget
    - e. Planting a pizza garden – have kids understand how food is grown and becomes what we eat
    - f. Found object art
    - g. Plant swap & World on the Move display
    - h. Rainbarrel workshop
    - i. Canning workshop
    - j. Seed saving
    - k. Energy efficiency
    - l. Seed library open several seasons of the year.

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- m. Lunch at the Library partnership with SMCPs, 5 days a week.
- n. Makerspace equipment usage – include an educational aspect and fine motor skills.
  - i. Chompsaw programs
  - ii. Fuse beads
  - iii. Pottery wheels
- 4. World on the Move is open and arrived early.
  - a. Interactive
  - b. Tours available at Lexington Park Library
  - c. Partners have been brought in to support it.
  - d. Many programs have been planned to support the World on the Move exhibit.
- 5. Mobile Library stats up
  - a. Added stop at the Home Grown Farmer's Market – very popular
  - b. Added tech support at the Veteran's Home
- 6. Are the Amish using the Library
  - a. Yes, they are very active at Charlotte Hall Library
- vii. Charlotte Hall Renovation Update
  - 1. The county is releasing the RFP for the architect.
- b. Action Items
  - i. Staff Day 2025: December 5 – request to close all branches
    - 1. Motion: J Walters
    - 2. Second: J Gwynn
    - 3. Discussion: All Board members invited to attend.
    - 4. Approved
  - ii. Recruitment Privacy Policy – for Paylocity only.
    - 1. Motion: J Walters
    - 2. Second: D Waters
    - 3. Discussion:
      - a. This policy is for applicants for positions only. We have other privacy policies covering our employees and customers privacy.
      - b. Page 2, second line: "we ensure" – need to change that.
        - i. Strike the entire line.
      - c. We have a link on our website that allows you to review all our third party vendors.
        - i. Name Indeed and our background checker Checkr as third party vendors.
      - d. Last paragraph
        - i. "We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, loss, or misuse which includes only allowing authorized hiring teams access to applicant data. See our HR/Payroll company's privacy information - [Paylocity](#)."
        - ii. Add "and reasonable" after appropriate.
    - 4. Approved with corrections
  - iii. FY 2026 Tactical Plan
    - 1. Discussion:
      - a. J Gwynn would like to defer till August to make time to review.
  - iv. FY26 Director Goals and preparation for Director Annual Assessment
    - 1. Discussion:
      - a. Defer till August meeting.
    - 2. Closed session in August for Director Annual Assessment

X. Old Trustee Business

John Johnston

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XI. New Trustee Business

John Johnston

- a. New Officer Selection
  - i. Deferred to August to include all members.

Next Meeting: August 8, Charlotte Hall  
Dates to remember: World on the Move (July 21 – August 22)

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