



St. Mary's County Board of Library Trustees Meeting
3:00 PM Thursday, June 11, 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), Judith Gwynn (Treasurer), Bob Donaldson, Charles Stein, Dorothy Waters (virtual), Ramona Waul.

Approval of agenda

Sharon Fitzsimmons

- I. Discussion:
 - a. Add Action-Staff Day
 - b. Add Director's Report-Freedom to Read Act
- II. Motion: B Donaldson; Second: J Gwynn; Approved

Approval of May 2026 minutes

- I. Motion: D Waters; Second: R Waul; Approved

Celebrations:

- I. Milestones:
 - a. Stevie Sanchez & Hannah Bear: Completing Advanced LATI
- II. Hip Hip Hoorays:
 - a. Athina Livanos-Probst: For your work reorganizing the Leonardtown adult fiction, large print and adult non-fiction area to better meet the needs of our patrons
 - b. Rini Nguyen, Andie Tydings, Kimberle Fields, Hannah Bear, and Jake Parsons: For your exceptional efforts in planning and executing the library's signature Lexicon program in 2026
 - c. Rita Baldwin and Melissa Kallfelz: For your extraordinary work overseeing the training of volunteers and procurement of materials for the Closing Reading Gaps grant

Treasurer's Report:

Judith Gwynn

- I. Report in July

SMRLA Report

John Johnston

- I. Met 5/26/26 & 6/9/26
- II. New staff and promotion.
- III. Working to make online catalog accessible
- IV. J Johnston accepted reappointment as VP
- V. RFP for community survey
- VI. Searching for lower cost vendor for audit
- VII. Recent adjustment to investment portfolio, discount and lower management fees



Director's Report

I. Informational

a. FY26 Budget

- i. Spending has mostly stopped for the year, except essentials
- ii. S Fitzsimmons-Would we consider bumping a part-time staff member to full-time to adjust for higher sub hours than anticipated this year?
 1. M Blackwell-We do offer those hours to part-time staff as well as subs.
 2. B Lloyd-We often do go over in subs funds towards the end of the year. We use those sub hours to help staff take leave.
 3. M Bowman- It costs about \$30,000 more to offer benefits to a new full-time employee.
- iii. C Stein-Why is the digital collection under spent?
 1. B Lloyd-We space those purchases out. 3 bills will be paid this month.

b. Charlotte Hall Renovation Update

- i. SMRLA received first draft of Facilities Study from HBM Architects
 1. Four scenarios to use existing space. Four to move to new space
 2. Current layout is not ideal for future staff needs
 3. Building needs a new roof, leak in server room
 4. Did not recommend to stay or go, but said current location is not ideal-concerns about short-term and long-term maintenance of building
 5. Final report expected end of June. Board will receive the HBM SMRLA plans
 6. Ashley will come to the July meeting to discuss-moved to August
- ii. County recommends that the Hall renovation proceed without SMRLA
- iii. Grant application Hall with a front extension has been submitted
- iv. J Johnston-Are there any other regional libraries where other counties helped the hosting county with renovations
 1. M Blackwell-Yes, in Washington County the regional library and the hosting county got funds together. But not the other counties in the region.
 2. S Fitzsimmons-If the whole roof needs to be replaced, maybe the other counties, that the regional library also serves, could support that cost.
- v. J Gwynn-If SMRLA needs money to move, all 3 counties could chip in to help them.
- vi. J Gwynn will reach out to commissions to have all 3 counties, SMRLA, and Library have full meeting. S Fitzsimmons will create agenda.
- vii. C Stein-What is the expectation to use the \$3 million if granted?
 1. M Blackwell-We would need to follow through with the plans submitted in the grant application. We should know around August if we have been selected.
- viii. B Donaldson-If granted, how much of the \$3 million investment is wasted if we continue and get the extra space from SMRLA after the fact?
 1. M Blackwell-None, we would have a newly renovated, ADA compliant library and could have space to move admin in and open space up at Leonardtown.

c. Funding for the Snacks and Lunch at the Library Summer Programming Update

- i. June 18 at noon – Dept of Social Services Advisory Board dropping off \$1,000
- ii. \$9,000 and large amounts of snacks have already been donated.
- iii. Working with businesses to fund/provide one hot meal per week.

d. What's Happening in the Library

- i. J Gwynn-What is anytime content?
 1. M Blackwell-Palace will be sun-set and we have purchased titles in Libby that are always available. No hold queues.

e. What's Happening with Digital in the County and the Country

- i. DC Ebook Fairness Act signed into law

f. Freedom to Read Act

- i. Received a letter from State Librarian. St. Mary's County Library is in compliance.

II. Action

a. Approval of calendar year 2027 LBOT Meetings



- i. Discussion: November meeting conflicts with Veteran's Day; moved to November 18.
 - ii. Motion: J Gwynn; Second: C Stein; Approved
- b. Staff Day - December 4, 2026
 - i. Motion: J Gwynn; Second: C Stein; Approved
- c. Approval of FY2027 Budget
 - i. Option 1: Reduction in digital collection by \$24,000, program services by \$5,000, use of fund balance stays at \$50,000.
 - ii. Option 2: Asking for full funding of OPEB expenses. Digital collection increased by \$10,000 & use of fund balance decreased to 20,000.
 - iii. Option 3: Fully funded OPEB, book collection up additional 20,000. Digital collection increased. Programs up \$2,000. Fund balance at 50,000. Slight changes in utilities.
 - iv. Discussion:
 1. J Gwynn-Why is there such an increase disparity between the branches?
 - a. B Lloyd- Comparisons based off beginning FY26 numbers There have been staffing changes and moves between branches. We are adding 1 new mobile librarian; falls under admin salaries.
 2. J Gwynn-What has the health clinic cost us in FY26?
 - a. B Lloyd-We get one bill at the end of the year. We don't have the final number or the health refund yet. The refund usually covers the bill.
 3. C Stein-In FY26 the \$90,000 OPEB cost comes out of library funds?
 - a. B Lloyd-Yes, fully out of the library operations budget. In the first proposed FY27 budget, that is reduced because the board has voted to give us \$50,000 for OPEB.
 - b. J Gwynn-We should add an OPEB income line to reflect that.
 4. New insurance policy in the works to cover for damages if an emergency occurs in a branch.
 5. J Gwynn-Have we used the fund balance this year?
 - a. B Lloyd-Not yet, but we will not be sure until the audit is over. We may dip into it some. We will try to dip into it as minimally as possible.
 6. S Fitsimmons-What is the investments line?
 - a. M Blackwell- The MGLIP account.
- v. OPEB
 1. C Stein-What did the fund grow by in the last year?
 - a. J Gwynn-A gain of ~\$200,000.
 2. J Gwynn-Worried that if funded fully, next year there may be a big hole in the budget if the market tanks and board decides not to use OPEB funds.
 - a. M Blackwell-We are fully aware that the board has voted to make this a variable amount and that there is no standard amount each year.
 3. B Donaldson-Would rather the \$40,000 go to collections.
 4. S Fitsimmons-Friends of the Library money is usually spent on collections and is always above what was budgeted.
 5. J Gwynn-The county may see that we are beginning to self-fund the OPEB line and cut us \$40,000 next year.
 - a. B Lloyd-The county provides no funds for health insurance.
 6. C Stein-We are not putting the OPEB fund at risk by funding for a year while the market is good. We should take the opportunity to benefit the library while we have it.
 7. J Johnston-Does our account allow us to move money to bonds if there is a drop in the market?
 - a. J Gwynn-Yes, we already split some in bonds.
 8. B Donaldson-If we don't fully fund the OPEB line, do we not have the additional \$30,000 for collections.



- a. B Lloyd-Yes, I could not find another way to balance the budget with only \$50,000 from OPEB.
- 9. J Johnston-C Stein is suggesting we take option 3, remove the "extra" \$4,000 funds from utilities and move to collections or digital collections.
- 10. S Fitzsimmons-What is the major difference between options 2 and 3?
 - a. B Lloyd-Option 2 reduces use of the fund balance, but I had to reduce other lines to make that work or option 3 keeps fund balance at \$50,000 and adds that back into collections and programs.
- 11. B Donaldson-Does the fund balance earn interest?
 - a. B Lloyd-Yes, but the earnings are included in the operational budget.
- vi. C Stein: Fund the OPEB a full \$90,000. Use the funds that OPEB frees up in programs.
- vii. R Waul: Fund the OPEB a full \$90,000.
- viii. B Donaldson: Option 3.
- ix. J Johnston: Option 3 or Option 3 with Chuck's utility change.
- x. J Gwynn: If we fund full OPEB, want to see an increase in collections/programs.
- xi. D Waters: Same as C Stein.
- xii. Motion: C Stein-Option 3, move \$4,000 out of utilities into digital/print collections;
Second: B Donaldson; Approved

President's Report

Sharon Fitzsimmons

- I. Approval of Monthly Expense Ledger and Credit Card Reconciliation: 05/01/2026 – 05/31/2026
 - a. Discussion:
 - i. J Gwynn-What is Larry's Electric?
 - 1. Lexi Makerspace, paid for by grant and donations.
 - ii. J Gwynn-Are the decodables an on-going expense?
 - 1. B Lloyd-It will be, but not in the large amounts of this initial collection purchase, paid for by grant.
 - b. Motion: S Fitzsimmons; Second: B Donaldson; Approved

Old Trustee Business

Sharon Fitzsimmons

- I. Director's Performance Self-Appraisal Submitted
 - a. July meeting will be a closed session only to have the Director's appraisal.

New Trustee Business

Sharon Fitzsimmons

- I. J Gwynn-Can we separate out expenses paid for by grants?
 - a. B Lloyd-They are all in the grant lines. Should also usually be listed in ELA description.
- II. J Gwynn-Where are travel expenses?
 - a. B Lloyd-Milage and the Staff Development grant first and then the staff development line.

Next Meeting:

Thursday, July 9, 3:00 PM, Leonardtown Library

Dates to remember

DSS Food Delivery (June 18, Noon); Makerspace Ribbon Cutting (June 23, 1 pm)