



**St. Mary's County Board of Library Trustees Meeting**  
**3:00 PM Thursday, March 12, 2026**  
**Charlotte Hall 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.

**Tour of Charlotte Hall Library**

**Call to Order, Establish Quorum**

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

**Approval of agenda**

**Sharon Fitzsimmons**

- I. Motion: B Donaldson; Second: J Gwynn; Approved

**Approval of February 2026 minutes**

- I. Discussion:
  - a. 6 SMRLA-next meeting in April
  - b. Last page Southern Heritage foundation should be "Area"
- II. Motion: B Donaldson; Second: J Johnston; Approved

**Celebrations:**

**Michael Blackwell**

- I. Congratulations: Nicole Hance - 2026 Maryland Library Association Margaret Carty Emerging Leader Award
  - a. This award recognizes an MLA member working in a library who has demonstrated strong leadership potential and to encourage the winner to assume an increasingly responsible role in librarianship. Nicole's work beginning the Sustainability Group has been inspiring.
- II. Hip Hip Hoorays:
  - a. Social Media Team: Facebook reached 10,000 followers: Sandy Kleist, Laura Boonchaisri, Haley Potter, Katy Dailey, Conor Roberson, Rini Nguyen, Emma Carroll, Lilith Mobley, Jacob Parsons, Rosa Nakamoto, Sara Stephenson

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

**Judith Gwynn**

- I. Update and sign Vanguard resolution
- II. Next report due in April

**SMRLA Report**

**John Johnston**

- I. Update to the collection policy to meet Freedom to Read Act
- II. Survey of board member of how the regional library can better serve the community
- III. Interviews set for community member from St. Mary's

**Director's Report**

**Michael Blackwell**

- I. FY26 Budget
  - a. S Fitzsimmons-Do we reallocate throughout the year?
    - i. B Lloyd-We wait for the end of the year, but we are always looking at different areas to see where we can underspend to balance other funds.
  - b. J Gwynn-Did this year's audit come out of this budget?
    - i. B Lloyd-Yes, we have already paid for it and next year's audit has begun.
- II. FY27 Budget Request
  - a. Our current request is \$728,951 over the FY26 budget.
  - b. Our budget presentation will be next Tuesday, March 17 at 1:30pm. Finalized budget on March 24.
- III. Library Legislation—state and federal



- a. State Capitol funding bill
- b. Maryland State library increase; SLRC
- c. Senate bill 378 for public library funding
- IV. Leonardtown Parking Update
  - a. Move and add ADA parking spots closer to front of building, also add spots for families with strollers. Should be completed by end of FY26
  - b. Additional lot for staff/overflow parking should begin next fiscal year, completed before Thanksgiving
- V. Charlotte Hall Renovation Update
  - a. Met with the architects twice-reviewing the building and discussing needs of the Library
  - b. Next meeting there may be an initial plan
  - c. Architects hired through December
  - d. Will be submitting \$3 million grant request for addition to front of building

### President's Report

- I. Approval of Monthly Expense Ledger: 02/01/2026 – 02/28/2026
  - a. Discussion:
    - i. S Fitzsimmons-What is the Credit Card transaction for Non-Profit Institute? B Lloyd-It is the Non-Profit Institute conference.
    - ii. S Fitzsimmons- What is Benchmark Education? B Lloyd-NAACP donations for Storychamp grant, decodable readers.
    - iii. J Gwynn-What are the self-checkout contracts? B Lloyd-All the RFID pads have annual contracts that covers all 3 branches; renews annually.
    - iv. Gwynn-Does the firewall contract cover all 3 branches? B Lloyd-Yes and it's a 3-year contract.
  - b. Motion: J Johnston; Second: B Donaldson; Approved
- II. Credit Card Reconciliation

### Old Trustee Business

Sharon Fitzsimmons

- I. Liability Insurance questions
  - a. \$1 million liability coverage is the standard amount and is adequate as no other board in Maryland has had to pay out a claim.
  - b. \$100,000 liability fire coverage-covers damage to other's property in our building
  - c. Will be giving quote to insurance agent about our most expensive branch.
  - d. We are working on quote for our own collection.
- II. *300 Years of Black Cooking* copyright: counterproposal and printing ourselves
  - a. S Fitzsimmons-Why would they need to produce a digital format if we already provide one?
  - b. M Blackwell-Concerns about the request for rights to sublicense.
  - c. Why would they need the right to print if they are willing to buy copies from us at cost?
  - d. Discussion for Library to reprint the books, paid for by the Foundation, and allow the Heritage group to purchase copies at cost.
  - e. Discuss with UCAC to discuss their wishes for the book
  - f. Decision: Library will print with Foundation funds and the SMNHA may purchase at cost with a maximum resale rate. The Board will need to write up an agreement. The Library will start the printing of the cookbook.
- III. Review and Revision of Library Board of Trustee Bylaws
  - a. Change officers from President and VP, to Chairman and Vice Chairman
    - i. Follows the code
  - b. D Waters-Pg. 2, add wording for Treasurer "shall be bonded adequately"
  - c. S Fitzsimmons-Article II, change "citizen" to "people"
  - d. D Waters-Section 4 Attendance:
    - i. Change four "(4) missed" meetings to five missed meetings – move to first sentence.
    - ii. Remove unexcused
    - iii. Add "two consecutive absences without notification"
    - iv. Remove sentence that starts with Section 23-404



- e. Roberts rules vs the County rules? Add as an Appendix.
- f. Add whole resolution as Appendix C
- g. Request to pause this discussion, work online, and bring back next month

**New Trustee Business**

**Sharon Fitzsimmons**

- I. J Johnston-Praise for mobile library at the farmer's market

Next Meeting:

Thursday, April 9, 3:00 PM, Lexington Park

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