St. Mary's County Board of Library Trustees Meeting
3:00 PM Thursday, May 14, 2026
Leonardtown 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. Present: Sharon Fitzsimmons (Chair), John Johnston (Vice Chair), Bob Donaldson, Charles Stein, Dorothy Waters, Ramona Waul.
   a. Absent: Judith Gwynn (Treasurer)

Approval of agenda **Sharon Fitzsimmons**

I. Discussion:
   a. Add LSTA grant request-Director's report
   b. Add OPEB request-Old Trustee Business
II. Motion: J Johnston
III. Second: D Waters
IV. Approved

Approval of April 2026 minutes

I. Motion: B Donaldson
II. Second: J Johnston
III. Approved

Celebrations:

I. Milestones:
   a. Nicole Hance, Assistant Branch Manager Info Services, Lexington Park Library - 5 Years
   b. Haley Potter - completed Early Start LATI
II. Hip Hip Hoorays:
   a. Annie Cross: For helping a customer digitize numerous memories via our Memory Lab. With Annie's patience and guidance, the customer was able to convert 10 VHS tapes to digital format and share those memories with various family members.
   b. Katy Dailey and Kristen Riddleberger: For adapting quickly and stepping in to host a program at the last minute on a Saturday when Hall was short staffed. This allowed the program to be held and not cancelled.
   c. Jake Parsons: For his D&D programs and their impact, including this testimonial: "Thank you so much for helping special kiddos find their place in this world. I can't imagine our lives without the library!"

Treasurer's Report: End of 4th Quarter FY2026 **Judith Gwynn**

SMRLA Report **John Johnston**

I. Retreat held 4/16
II. 4/28 interviewed 3 candidates for Board vacancies
   a. Hannah Cooksey – St. Mary's
   b. Lisa Price – Charles
   c. Bill Holston – Calvert

Director's Report

I. Informational
  a. FY26 Budget
    i. Looking to save on some budget lines to offset personnel costs and overages for utilities
    ii. S Fitzsimmons-Are there upcoming events to spend the staff development line?
      1. B Lloyd-Many staff just went to MLA, those expenses will appear next month.
    iii. S Fitzsimmons-You'd choose to pull out of the fund balance rather than pull from the collections budget?
      1. B Lloyd-Yes, our top priority is to spend the full collection budget to provide materials for our customers.
    iv. J Johnston-Will money from the Friends Booksale be reflected in this year's budget?
      1. The sale made $65,000 and they will be giving us $50,000 next fiscal year.
  b. FY27 Budget Request Update
    i. State pension costs will not pass on to us.
    ii. FAMLI act library contributions will not start until Jan 2028
    iii. D Waters-What is Staff Development ERC?
      1. B Lloyd-Employee Recognition Committee-run by staff members for staff moral programs and summer reading kickoff/closeout events.
  c. Charlotte Hall Renovation Update
    i. Draft of renovation plan will be presented for a grant request
  d. Funding for the Lunch and Learn Summer Programming
    i. School ended the Lunch at the Library program and are transitioning to a weekly grocery box at one school location
    ii. Lexi will be providing snacks to kids dependent on donations available
    iii. We are accepting donations at all branches and are planning the program
  e. What's Happening in the Library
    i. Adding any-time checkout items in Libby to fulfill more demand
    ii. LEXI makerspace walls and flooring going in, mural selections in the works
    iii. Detention Center recordable storybook program
    iv. Story Champs afterschool program, training volunteers
    v. GMHS/Patuxent Partnership grant intern program at LEXI. Two high school students are interning for a couple months.
    vi. S Fitzsimmons-How does the library decide which programs to focus on/repeat to meet its strategic goals?
      1. M Bowman-We always prioritize literacy. We look at statistics to see what programs are drawing people and where to reevaluate.
      2. B Cornish-When programmers are planning, the approval form sent to admin asks them what strategic goals the program meets. We also are trying to plan events that appeal to the parents bringing the children also.
      3. M Blackwell-We also try to reach out to community partners.
    vii. D Waters-Is SPARK on Saturdays during sporting events to reach more people?
      1. B Lloyd-The park system does not allow us to reserve the space on Saturdays/during major events because of parking space.
  f. LSTA grant request
    i. Partnering with Charles County to submit for a Facilities Master Plan grant

President's Report

I. Approval of Monthly Expense Ledger and Credit Card Reconciliation: 04/01/2026 – 04/30/2026
   a. Motion: D Waters
   b. Second: R Waul
   c. Approved

Old Trustee Business **Sharon Fitzsimmons**

I. OPEB funding
   a. Discussion:
      i. Request to fully fund the OPEB health line at $90,000 from OPEB instead of $50,000 in order to balance the current FY27 budget proposal.
      ii. B Lloyd will provide multiple budgets at the June meeting with an OPEB expense of $40,000 and an OPEB expense of $0

New Trustee Business **Sharon Fitzsimmons**

I. Approval of capital grant request
   a. Discussion:
      i. Grant verbiage includes a statement that additional space is possible if SMRLA relocates
   b. Motion: B Donaldson
   c. Second: R Waul
   d. Approved

II. Schedule for Library Director's Annual Assessment
   a. Director will submit his report in June
   b. Assessment of Director will occur in the last two weeks of June, based on Board member schedules.

Next Meeting:

Thursday, June 11, 3:00 PM, Lexington Park Library

Dates to remember:

May 19, approval of county Final Budget