



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, November 14, 2025
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: <https://www.youtube.com/c/StMarysCountyLibrary>. If In-person attendees need ADA accommodation, please mblackwell@stmalib.org or call 301-304-9048.

- I. Call to Order, Establish Quorum
 - a. Sharon Fitzsimmons (arrived 9:43), Judith Gwynn (Treasurer), John Johnston (Vice Chair), Charles Stein, John Walters, Dorothy Waters.
 - b. Absent: Caitlin Munzer
- II. Approval of agenda John Johnston
 - a. Motion: J Waters
 - b. Second: J Gwynn
 - c. Approved
- III. Approval of October 2025 minutes
 - a. Motion: D Waters
 - b. Second: C Stein
 - c. Discussion:
 - i. Oct 10 Section 8 B fix Walters/Waters names
 - d. Approved
- IV. Celebrations:
 - a. Hip Hip Hoorays:
 - i. Allison Guy, Breanna Thorne, Andie Tydings, Jake Parsons – 75th Anniversary
 - ii. Conor Roberson, Rini Nguyen, Hannah Bear, Kimberlé Fields – Lexicon
 - iii. Sara Stephenson – excellent customer service
 - b. Anniversaries
 - i. Michael Blackwell, 10 years
- V. President's Report
 - a. Approval of Monthly Expense Ledger: 10/01/25-10/31/25
 - i. Motion: J Gwynn
 - ii. Second: S Fitzsimmons
 - iii. Discussion:
 - 1. Have we seen the Bolton report?
 - a. Bolton with be coming to talk about report and there will be a vote on possible changes.
 - b. Give Copy to C Stein and C Munzer
 - 2. Does Metcom cover Charlotte Hall or just Lexington Park, trash, water, and sewer?
 - a. Yes, just Lexington Park.
 - 3. When was the last time we bid our accounting services?
 - a. Two years ago we looked at other firms, we could not find a good local firm that had what we needed at that time. Askey is very helpful and knows our accounts well. We have to follow GASB and need a firm that understands those policies.
 - 4. What is Amazon \$0.69 charge?
 - a. Digital archive is housed there. We have looked at other places and this is the best option.
 - 5. Pg 4 Midwest tape. Is there still demand for CDS and DVDs?

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- a. Yes currently, but it is diminishing. Many options are moving to streaming services only, but libraries cannot subscribe. Circulation is increasing in digital and declining in physical materials.
6. Is there a trigger point at which point we would pull physical dvds? Is it 10%?
 - a. Requires considerations of multiple factors, not just a circulation number. The Library tracks usage trends as well as availability and options.
7. Has there been any effort to purchase licenses for streaming services? Such as purchasing a limited number of licenses to share with patrons?
 - a. Libraries are always trying to communicate with streaming services about how to provide access to their media, but they are not very willing to work with us because it makes them more money to charge individual users for access. It would be very difficult to place holds on the licenses as you are not waiting for individual shows/movies but access to the service altogether.
8. Is Midwest a one-time purchase?
 - a. No, it is a vendor we use throughout the year to purchase new DVDs.
9. Pg 1 What is the frequency of the camera payment?
 - a. It's a one-time security camera payment.

iv. Approved

b. Credit Card Reconciliation

VI. Treasurer's Report: 3rd Quarter 2025

Judith Gwynn

a. Use of Board funds as requested

i. Vanguard Account discussion, what to do with them in the future.

1. Transfer \$50,000 from Original to Rudolph to support intern funding
2. Change investments to the Wellington account
3. Is it legal within the policy to move funds from the materials endowment?
 - a. Yes, this is not an outside legal matter, but an internal board policy which is able to be changed as needed by the current board.
4. Do you have a record of the last time we tapped into the endowment fund?
 - a. 2001, it was small. Around \$2000.
5. Does the FOL accept donations?
 - a. Occasionally yes, they can, and they are given to the library. But the Library Foundation is the primary organization for donations.
6. By phasing out the endowment fund, we wouldn't be losing any way that folks can donate to us?
 - a. No, J Gwynn and M Blackwell discussed to ensure that there are a number of different ways to accept donations.
7. J Gwynn will draft a resolution to review at December 2025 meeting

ii. Continue intern funding

1. Board will let Library Director know how much money they can afford to spend to support a library intern each year based on account growth.
2. Do we use interns year-round?
 - a. No, only summer. They help with the increased number of programs during the summer.
3. It does say for use at Lexington Park, should we keep it at Lexington Park?
 - a. The original states "a library intern" but at the time we only had one at Lexington Park and then it became Lexington Park. We should change it so that there is more flexibility to be used as the library sees fit.

iii. Library wish list

1. Are we assuming that the full amount will be moved?
 - a. Will hold off on the wish list until after the resolution.
2. What will be used if Board decides not to give \$5000 for sliding doors?
 - a. Other funds will be used, FOL or Foundation.

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- iv. Motion to eliminate the requirement to keep the corpus of \$55,000 from the Original Vanguard account:
 - 1. Motion: J Gwynn
 - 2. Second: S Fitzsimmons
 - 3. Approved

VII. SMRLA Report

John Johnston

- a. Presentation on annual audit.
- b. Approved calendar for 2026
 - i. Closing at 5pm on Thanksgiving Eve and New Year's Eve
- c. Learned about the LSTA grant teaming with Howard Library, asked them to keep communication with St. Mary's staff.
- d. Next meeting 12/9/25.

VIII. Director's Report

Michael Blackwell

- a. Informational
 - i. FY26 Budget
 - 1. Lexi and Leon electric budgets are running high. Not a huge area of concern but may end up needing some budget transfers at the end of the year.
 - 2. FY27 budget request will be provided to vote on at the December 2025 meeting
 - ii. What's Happening in Your Library? including signature library events (presented in alignment with Strategic plan)
 - 1. Digital Literacy
 - a. Internet basics class at Caring Soup Kitchen.
 - i. 4 attended.
 - b. Computer classes at the Veterans Home
 - 2. Embrace Innovation
 - a. Dept of Aging Adult Memory Kits added to collection.
 - i. Launched on 11/10/25 including landing page on our website. All branches have kits, including Mobile Library. Multiple kits have already checked out.
 - b. Brief Customer Survey update—details in December
 - i. 1,179 participants
 - ii. People want more branches, more books, more programs, more of everything
 - c. Possible laptop distribution
 - i. Use for library meeting rooms and in community stops like soup kitchens and detention center.
 - 3. Community Gathering:
 - a. 75th Anniversary
 - b. Art exhibit is open at Hall
 - c. Charlotte Hall Renovation Update
 - i. RFP for Hall renovation will be out in December
 - d. Lexington Park Makerspace Update
 - i. Working on bids to build the glass walls for the Makerspace
 - e. Library Events – Mobile Library reaching record numbers of customers
 - f. More than 500lbs of food delivered to St Mary's Caring from donations accepted at the Library's
 - i. Library free pantries being heavily stocked by community members.
 - 4. Youth Services
 - a. Lexicon
 - b. Bluey and ME, 100 children attended
- iii. Upcoming Events

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1. Author Fair – Programming
 2. Soup Kitchen Cricut Tote class
 3. Leonardtown Front Garden- Master Gardener's Exploration
 4. Lexi Holly Days, partnered with Lexington Park Business
 5. Citizens Academy presentation by Michael Blackwell
 6. Digital Shelf – virtual conference on digital content
- iv. Staff Day
1. December 5th 9am – 1pm
 - a. Add John Johnston to Staff Day agenda to briefly speak

b. Action Items

i. PTO policy

1. Motion: S Fitzsimmons
2. Second: C Stein
3. Discussion:
 - a. Does this include sick time?
 - i. Yes, all requests for time off are PTO.
 - b. Is this a new change in Maryland Healthy Working Families Act? Is this a new requirement?
 - i. No
 - ii. Is the policy in compliance with the act?
 1. It is now and will continue to be with edit.
 - c. How much leave do we give full-time?
 - i. Varies based on length of service
 1. About 3 weeks if less than 5 years of service, plus sick leave, some PTO, and holidays.
 - d. How does this policy compare to other jobs in the county?
 - i. We are not sure, but we are more concerned with being more equitable between part-time and full-time staff within our own organization.
 - e. We may incur additional costs in sub hours with this policy.
 - i. We do not think there will be a significant increase in sub requests. We do everything we can to move the desk schedules around with currently scheduled staff before calling a sub as an absolute need.
 - f. Do you offer part-time more hours before offering to sub?
 - i. Yes
 - g. You cannot carry over into the next year?
 - i. No, this is use or lose.
 - h. Why can't they be paid out if they leave?
 - i. It's very hard for us to afford that. It's an audit liability.
 - ii. It complies with law and provides our employees with benefits in a way that is sustainable for the library.

4. Approved

IX. Old Trustee Business

John Johnston

X. New Trustee Business

John Johnston

- a. Home Energy monitoring kits SMECO provided
 - i. Old kits have been collected by SMECO
 - ii. Waiting on SMECO to send updated kits for the tri-county

XI. Closed Meeting to discuss Personnel: Trustee Applications

Next Meeting:

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December 12, 2025 Lexington Park Library

Dates to remember:

November 18, presentation to County Commissioners on laptops;

December 5, Staff Day, Lexington Park Library;

January (Dates TBD): Tri-County Board Retreat and Delegation Invites

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