



**St. Mary's County Board of Library Trustees Meeting
9:30 AM Friday, October 10, 2025
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 301-475-2151). 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. Sharon Fitzsimmons, John Johnston (Vice Chair), Caitlin Munzer (virtual), Charles Stein, John Walters, Dorothy Waters.
 - b. Absent: Judith Gwynn (Treasurer),
- II. Approval of agenda
 - a. Motion: C Stein
 - b. Second: S Fitzsimmons
 - c. Discussion:
 - i. Add Board application process to Trustee Business
 - ii. Treasurer is absent, but information will still need to be discussed during that time.
 - d. Approved
- III. Approval of September 2025 minutes
 - a. Motion: S Fitzsimmons
 - b. Second: J Walters
 - c. Discussion:
 - d. Approved
- IV. Celebrations:
 - a. Hip Hip Hoorays:
 - i. Naomi Cole
- V. President's Report
 - a. Approval of Monthly Expense Ledger: 09/01/25-09/30/25
 - i. Motion: D Waters
 - ii. Second: S Fitzsimmons
 - iii. Discussion:
 - iv. Approved
 - b. Credit Card Reconciliation
 - i. Questions:
 - 1. Owl Labs – meeting camera
- VI. Treasurer's Report: 3rd Quarter 2025
 - a. Use of Board funds as requested
 - i. Continue intern funding
 - ii. Other items up to \$40,000 (move decision to November)
 - 1. Library wish list provided to the Board for discussion in November.
 - 2. Board requested putting the list in preference order
 - 3. Board requested additional quotes for Lexi electrical work for UV lamps and new Lexi sign
- VII. SMRLA Report
 - a. Next meeting 10/14/2025 virtual
 - b. SMRLA and Tri-County library directors will have a call with Senator Chris Van Hollen

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VIII. Director's Report

Michael Blackwell

a. Informational

i. FY26 Budget

1. Concerns about the government shutdown. The Library system will not close.
 - a. Stressful time for the entire county and our staff
2. Lexi electric still high
 - a. Has SMECO assessed the building? Yes, we did however the system is controlled by the county and SMECO made attempts to meet with the county. We are unaware of the outcome of those possible meetings.
3. Admin supplies mostly spent, as planned, for a storage system in Leon for admin/Mobile Library/Publicity/Programming supplies

ii. What's Happening in Your Library?

1. Storytimes always popular
2. Headshots at the Library
3. Outreach is busy
 - a. Mobile Library home service – currently investigating the needs for this service and how it will be coordinated
4. Audit is complete
5. LSTA and TedCO Grants
 - a. TedCO grant
 - i. Makerspace Program by the Maryland General Assembly
 - ii. \$54,800
 - iii. One of 14 organizations awarded this year
 - iv. Lexington Park Library's users need a makerspace where young children and families can learn together at no or extremely low cost.
 - v. Our objectives are to prepare our youngest residents for school readiness and support families with school-age children in learning together.
 - vi. Our mission is to reduce barriers to learning and transform our library into a dynamic hub where children and families can explore, learn, and create. The youth-focused makerspace will be a dedicated area equipped with tools, technology, and resources that foster hands-on learning, innovation, and collaboration.
 - vii. Makerspaces encourage curiosity and experimentation, providing a safe environment for children to tinker, invent, and discover their passions. By integrating science, technology, engineering, and mathematics (STEM) concepts, makerspaces empower young minds to think critically and solve real-world problems.
 - b. LSTA: Closing the Reading Gaps with Trained Volunteers
 - i. \$35,600
 - ii. The grant is to address low reading achievement in an underserved community where only 22% of fifth-grade students read at grade level. Despite being located in a prosperous technology corridor, the area has the county's highest concentration of children in poverty, with five local elementary schools serving predominantly low-income families.
 - iii. The library will collaborate with three after-school programs, training volunteer tutors in the evidence-based Story Champs program.
 - iv. This initiative will build on existing school curricula and provide students with quality reading materials and essential technology.
 - v. Ultimately, the goal is to establish a scalable, practical model that other libraries can adopt.

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- iii. FY25 Audit (report from SB & Co)
 - 1. Renata Rais and Chris Lehman
 - 2. Provided information on the audit process
 - 3. No instances of fraud were found
 - 4. No material weaknesses in the control process
 - a. Passed as "Effective"
 - 5. Evaluation of Key Processes
 - a. Passed as "Effective"
 - 6. Entity Wide Financial Statement reviewed
 - 7. No negative issues were identified during the audit
- iv. Charlotte Hall Renovation Update
 - 1. Still awaiting for the RFP to go out from the county for an architect
- v. FY 2026 Tactical Plan Update
 - 1. S Fitzsimmons would like the Director's Report be organized and aligned with the Strategic Plan
 - 2. Added Kanopy and Comics+
 - 3. Palace app – adding more content
 - 4. Administration is attending branch staff meetings
 - 5. Embrace innovation – makerspace
 - 6. Community survey
 - 7. Charlotte Hall space
 - a. Working with the St. Mary's County Arts Council to provide art
 - b. Currently showcasing Naomi Cole's art
- vi. Upcoming Library Events
 - 1. Diamond Jubilee's at Lexi and Leon
 - 2. Staff are dressing up every Friday in October to celebrate
 - 3. Calendar provided for October
 - a. Provide one event per library branch at each Board meeting

b. Action Items

- i. Holiday Dates
 - 1. Motion: J Walters
 - 2. Second: D Waters
 - 3. Discussion:
 - a. Correction on the date after Thanksgiving
 - 4. Approved
- ii. Addition of Video Guidelines to Library Resident Safety and Security Policy
 - 1. Motion: S Fitzsimmons
 - 2. Second: D Waters
 - 3. Discussion:
 - 4. Approved
- iii. 2026 Board Meeting Dates
 - 1. Motion: S Fitzsimmons
 - 2. Second: D Waters
 - 3. Discussion:
 - a. Thursday afternoon at 3pm is discussed
 - b. Concern about driving after dark
 - i. Possible to join via zoom
 - c. Second Thursday at 3pm
 - d. Beginning January 2026
 - i. No meeting rooms available in November 2025 and December 2025
 - 4. Approved: Sharon Fitzsimmons, John Johnston, Caitlin Munzer (virtual), Charles Stein, Dorothy Waters.
 - 5. Abstain: J Walters

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- iv. FY25 Annual Report
 - 1. Motion: S Fitzsimmons
 - 2. Second: J Walters
 - 3. Discussion:
 - a. Do we have permission to use the photos.
 - b. Library has an opt-out policy
 - c. All staff request the customer and/or adult or guardian for permission to take the picture and use it for social media or publicity
 - d. Should we give the Annual Report to the St. Mary's County Visitor Center, Chamber of Commerce, etc.
 - 4. Approved

- IX. Old Trustee Business John Johnston
 - a. Annual Assessment for Director did not have any Director goals.
 - b. S Fitzsimmons: Will provide at November meeting
- X. New Trustee Business John Johnston
 - a. J Walters term ends in December – Thank you for your service
 - i. Applications close 10/15/2025
 - 1. Applications are confidential and should be returned to Director after interviews
 - ii. Interviews will need to be done by Closed meeting
 - 1. Interviews will be scheduled by Board and Board members will attend when possible
 - 2. Generally 3 interviews per meeting
 - iii. Three names chosen and given to Director. Kept confidential and sent to the Commissioners by the Director

Next Meeting:
Lexington Park Library, October 21 4:00 PM
Leonardtown Library, November 14

75th Anniversary Events

Lexington Park Library:
LexiCon: Retro Rewind
Saturday, October 11 (9 am – 5 pm)

Leonardtown Library:
Diamond Jubilee
Saturday, October 25 (1 - 4 pm)

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