



**St. Mary's County Board of Library Trustees Meeting
8:30 AM Friday, September 12, 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>.

Note on time: The Meeting will commence at 8:30 but the Trustees will immediately go into closed session. The public meeting will begin at 9:30.

- I. Call to Order, Establish Quorum
 - a. Sharon Fitzsimmons, Judith Gwynn (Treasurer), John Johnston (Vice Chair), Charles Stein, Dorothy Waters.
 - b. Non-Voting Member: Caitlin Munzer
 - c. Absent: John Walters
- II. Approval of agenda John Johnston
 - a. Discussion:
 - i. Board responsibilities will be New Business
 - ii. Treasurer's report – why is summer intern report there. The intern was already approved. This is an invoice to the Treasurer for payment.
 - b. Motion: S Fitzsimmons
 - c. Seconded: D Waters
 - d. Approved
- III. Approval of August 2025 minutes
 - a. Discussion:
 - i. Typos
 1. 5, a, I, 1 Canva account is free for a non-"profit"
 2. 8, 3, 1 Reading selected to present "at"
 - b. Motion: J Gwynn
 - c. Seconded: S Fitzsimmons
 - d. Approved
- IV. Celebrations:
 - a. Milestones:
 - i. 5 Years – Amy Dickinson, Conor Roberson
 - ii. 20 Years – Kimberlé Fields, Karen Ogletree
 - b. Hip Hip Hoorays:
 - i. Lexington Park Staff
 - ii. Amy Ford
- V. President's Report
 - a. Approval of Monthly Expense Ledger: 08/01/25-08/31/25
 - b. Discussion:
 - i. Bell Techlogix – MEEC agreement - MS Office
 - ii. Collections Fees – Unique – monthly expense for long overdue fines
 - iii. Waste Management – two months of bills paid at the same time
 - iv. Simplisafe – panic button at all branches
 - v. USI – laminating film for our large scale laminators
 - c. Motion: J Gwynn
 - d. Seconded: D Waters
 - e. Approved

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- f. Credit Card Reconciliation
- g. Discussion:
 - i. Simplisafe – panic button at all branches
 - ii. USI – laminating film for our large scale laminators

VI. Treasurer's Report

Judith Gwynn

- a. Summer Intern Invoice – expense approved February 2025 meeting
- b. Schwab account has been fully moved to the Vanguard account
- c. Vanguard Rudolph account
 - i. Donated account created to fund an intern
- d. Vanguard Original
 - i. Identified for library supplies and equipment
 - ii. Need to determine use of these funds
 - iii. Suggest to move \$40,000 to Rudolph fund to make it sustainable.
 - 1. Higher hours for the intern or more interns.
 - iv. Request to Director to provide the Board with a "Wish List" for the use of these funds at the October meeting.
- e. The Treasurer report is usually presented quarterly.
 - i. Vanguard statements are only created quarterly. In the past, the mailed statement was the only access the Library had.
 - ii. The Treasurer now has online access to the accounts. The decision as to how often the Treasurer reports can be revisited in the future.
 - iii. Next report will be October

VII. SMRLA Report

John Johnston

- a. No meeting to report.
- b. J Johnston will attend the Citizens of Maryland Libraries event in Annapolis

VIII. Director's Report

Michael Blackwell

- a. Informational
 - i. FY25 Budget – Final Budget – moved to action items
 - ii. FY26 Budget
 - 1. Watching Lexi electric again. Electricity is still going up.
 - iii. Charlotte Hall Renovation Update
 - 1. RFP is still out
 - iv. 2026 Trustee Meeting Dates
 - 1. Board discussed possibility of changing the day/time of the meetings.
 - 2. Board will come back with suggestions for new day/time for October meetings.
 - 3. Library staff request that it stay within Library hours to allow staff to attend easily.
 - v. What's Happening in Your Library?
 - 1. Summer Reading Recap: Jill
 - a. Summer Reading Challenge
 - i. 9% increase in participation and earned final prize
 - ii. Lunch & Learn joint program
 - 1. Library provided all staffing and location for the event every weekday of summer
 - 2. 45 days of lunches to children and families
 - 3. An enrichment activity provided at every lunch
 - b. 80 outreach events and Mobile Library stops
 - c. 181 storytimes
 - d. 233 other youth programs
 - e. 114 adult programs
 - f. 17,268 program attendees
 - 2. Summer performing arts series

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- a. St, Mary's Arts Council provides a grant for some of these
- b. Opera Bears program
- c. SPARK in the Park
- d. Bluey PJ party
- e. Kindergarten Here We Come
- vi. FY 2026 Tactical Plan
 - 1. Added some measurable items
 - 2. Fine free on July 1 has been going well
 - a. Returned items have increased
- vii. Packets from County Boards, Committees and Commissions Training Night
- viii. Community will go out soon. This is done every other year.

b. Action Items

- i. FY25 Budget – Budget Amendment 250630
 - 1. Fund balance use: \$17,221
 - 2. Motion: C Stein
 - 3. Second: J Gwynn
 - 4. Approved
- ii. Maryland HB 1222
 - 1. Discussion:
 - a. Policy came from Maryland Attorney General
 - b. Request COMAR number added when it is created
 - c. Discussion about recording an incident.
 - i. Our behavior policies prevent recording and library is considered a limited space
 - ii. Approve policy this month and consider adding recording and re-approving the policy in October
 - d. Formatting errors corrected within the meeting and voted on.
 - 2. Motion: S Fitzsimmons
 - 3. Second: C Stein
 - 4. Approved
- iii. FY2026 Director Goals
 - 1. Board would like to go through the Director goals during the meeting with the Director to go through the annual appraisal.

- IX. Old Trustee Business John Johnston
- X. New Trustee Business John Johnston
 - a. Concerns about the roles of the Trustees
 - i. Perhaps use the strategic plan as an outline for the Director's report
 - b. Audit
 - i. Board would like to set up meeting with the auditors.
 - ii. Contact information of auditors will be provided to the Board to set up a meeting.
- XI. Closed session: personnel (at 8:30 a.m.)

Next Meeting: Lexington Park Library, October 10

Dates to remember: October 7, 6:30 PM (Joint Meeting of Commissioners and Delegation)

75th Anniversary Events

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Charlotte Hall Library: Read, Play, Celebrate! 75th Anniversary Jubilee!
Saturday, October 4
2:30 - 4 p.m.

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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