

Louis Bay 2nd Public Library
Board of Trustees Regular Monthly Meeting

Minutes – May 14, 2025 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:30 pm

PUBLIC PORTION OF MEETING BEGINS:

Per the New Jersey Open Public Meeting Law adequate notice of this meeting has been provided by the Schedule of the Regular Meetings heretofore adopted and posted on the Public Bulletin Board at the Municipal Building mailed to the Herald News, Record, and all persons who have requested the mailing of such schedule, and a copy of said schedule has remained on file in the office of the Borough Clerk from and since January, 2025.

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Michael J. Alberta	12/29	X		
Diana Connolly Treasurer / Secretary	12/2028	X		
Theresa DiGeronimo, Superintendent's Alternate	N/A		X	
Katie Haake	12/2027	X		
John Lane Mayor	N/A		X	
Joseph Metzler	12/2026		X	
Cheryl Pasquale	12/2027	X		
Anna Marie Sasso Mayor's Alternate	N/A		X	
Dr. Richard A. Spirito, Jr. Superintendent of Schools	N/A		X	
Dr. Richard A. Spirito President	12/2025	X		
Evan Toth	12/2027	X		
Monica A. Smith Director	N/A	X		
Gina Pontrelli Business Manager	N/A	X		

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- **Vote #2025-V015: Approve the Minutes for 09-Apr-2025– Regular Public Meeting.**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Dr. Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion		2 nd						1 st	
Aye	X	X	X		X			X	X
Nay									
Abstain									
Absent				X		X	X		

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

Mr. Rich Malizia, Jr., Scoutmaster, Troop 85, Hawthorne, NJ, submitted a letter to Library Director Monica A. Smith requesting an area in the library where the Scouts can display awards and plaques. A display area visible to the public could also boost awareness about Scouting programs and attract new members. Director Monica A. Smith and the Library Board of Trustees approved this request.

- **Vote #2025-V016: Approve a Request from Rich Malizia, Jr., Scoutmaster, Troop 85, Hawthorne, NJ, for an Area in the Library, where the Scouts can Display Awards and Plaques.**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Dr. Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion	1 st	2 nd							
Aye	X	X	X		X			X	X
Nay									
Abstain									
Absent				X		X	X		

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FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2025-V017: Approving the Bill List for 10-Apr-2025 through 14-May-2025 , inclusive.**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Dr. Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion					1 st			2 nd	
Aye	X	X	X		X			X	X
Nay									
Abstain									
Absent				X		X	X		

Library Board President Dr. Richard A. Spirito inquired about *Operating Expenses Account* Check # 10400 payable to vendor *Reiner Group, Inc.* The memo had *Part 1 Annual Maintenance Agreement*. It was confirmed that this payment is for Part 1 of 2 invoices for the Annual Maintenance Agreement.

- **Resolution #2025-R003: Approve Capital Reserve Account Check 1168 for \$3,283.16, Payable to Vendor ProCopy, Inc., for Lease End Buyout of the Library Public Copier**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Dr. Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion	2 nd							1 st	
Aye	X	X	X		X			X	X
Nay									
Abstain									
Absent				X		X	X		

The Lease End Buyout of the Library Public Copier, is the most cost-effective solution since this copier still fulfills the library staff and public use printing, copying and scanning needs, and will have a maintenance agreement.

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

An engineer from Boswell Engineering provided an update to the ongoing leak in meeting Room C. It is possible that a rooftop air conditioning unit has a clogged drain line causing water to overflow and leak. The engineer will return to have a better look when the routine HVAC maintenance technician is scheduled to be on the roof. Proposed improvements to the library web camera systems are still being reviewed, following the initial walkthrough to determine areas for upgrades, placements, and replacements. The Borough of Hawthorne Water Department worked on the library's outdoor sprinkler system, noting that some damage might have occurred during pavement upgrades. Director Monica A. Smith mentioned that the Borough is looking into placing an anti-climb mesh gate to block off an alcove area to prevent unauthorized access to the library roof.

TECHNOLOGY

Michael Alberta., Committee Chairperson

Technology Committee Chairperson Michael Alberta spoke again with the contact person at vendor *H. Grant, LLC.*, that maintains and hosts the Library website, about the upcoming requirements of the ADA (*Americans with Disabilities Act*). Mr. Alberta stated that the library is in good shape and can hold off any decisions for now since the requirements for updating the website are not due until April 2027. He will continue to keep everyone up to date.

POLICY

Cheryl Pasquale, Committee Chairperson

None

PERSONNEL

Diana Connolly, Committee Chairperson

None

COMMUNICATIONS

Monica A. Smith, Director

None

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

None

NOMINATING

Mayor Lane, Committee Chairperson

None

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

None

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MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith mentioned that Library Board of Trustees President Dr. Richard A. Spirito completed a 45-minute online course, noting that the Board as a whole is almost halfway through the required *Continuing Education* hours for 2025. Monica said that she took a *Canva 101* course, an image manipulation program for creative purposes.

OLD BUSINESS

Director Monica A. Smith summarized a recent incident about several metal book carts missing from the library. As part of an approved Eagle Scout Project for the library, the carts were powder-coated off-site and returned to the library. The carts still needed their wheels reattached, pending the Eagle Scout's schedule. They were placed in Meeting Room B, occasionally moving to Meeting Room A, when the space was needed. Weeks later, a staff member noticed the book carts were not in either room. Monica emailed the Eagle Scout to determine if he had relocated them, and he had not. When Monica reviewed interior camera footage, she saw that someone from the Hawthorne Department of Public Works had removed the book carts, figuring they were staged there for recycling pickup. A total of 6 book carts were scrapped. Monica stated that they are expensive, and she is waiting to sort this out with the Borough, ideally having them replace some of the book carts.

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

The Friends of the Library had their meeting Tuesday, May 13, 2025.

Seasonal outdoor planting was done by Kerrie Beekman.

The Friends are preparing for their *Night of Chocolate* fundraiser on Friday May 16, 2025. Tickets are sold out.

The Friends also discussed supplying some book carts for the library.

PUBLIC BE HEARD:

Mr. Rich Malizia, Jr., Scoutmaster, Troop 85, Hawthorne, NJ spoke to the Library Board of Trustees at the beginning of this Meeting.

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MOTION TO ADJOURN: 5:10 pm

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Cheryl Pasquale</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Dr. Richard Spirito / Theresa DiGeronomo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion	2 nd		1 st						
Aye	X	X	X		X			X	X
Nay									
Abstain									
Absent				X		X	X		

Next Regular Meeting – Wednesday 11-Jun-25 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2025-V015: Approve the Minutes for 09-Apr-2025– Regular Public Meeting. 2
- Vote #2025-V016: Approve a Request from Rich Malizia, Jr., Scoutmaster, Troop 85, Hawthorne, NJ, for an Area in the Library, where the Scouts can Display Awards and Plaques. 2
- Vote #2025-V017: Approving the Bill List for 10-Apr-2025 through 14-May-2025 , inclusive. 3
- Resolution #2025-R003: Approve Capital Reserve Account Check 1168 for \$3,283.16, Payable to Vendor ProCopy, Inc for Lease End Buyout of the Library Public Copier. 3