

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

Minutes – June 11, 2025 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:31 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		

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2025-V018: Approve the Minutes for 14-May-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 DiGeronimo</u>	<u>Evan Toth</u>	<u>Dr. Spirito</u>
Motion	2 nd	1 st							
Aye	X	X	X		X			X	X
Nay									
Abstain				X		X	X		
Absent									

Following the Motion to Approve the Minutes for the Wednesday, May 14, 2025 Regular Public Meeting, Library Board President Dr. Richard A. Spirito introduced and welcomed Mr. Matthew Mignanelli, the new Superintendent for the Hawthorne’s K-12 School District. Beginning Wednesday, July 9, 2025, Mr. Mignanelli will serve on the Library Board, replacing retiring Hawthorne School Superintendent Dr. Richard A. Spirito, Jr. Library Director Monica A. Smith stated that both the Mayor and the Superintendent of Schools, when serving as Library Board Members, are permitted an assigned alternate to act in their place and vote on approvals before the board, in their absence. Superintendent’s Alternate Theresa DiGeronimo agreed to serve as the alternate for Mr. Mignanelli.

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

Kerrie Beekman, President of the *Friends of the Library*, attended this Regular Public Meeting on Wednesday, June 11, 2025, to present her report on recent activities and wonderful accomplishments of the *Friends of the Library*, and to also discuss her email that was sent to Library Director Monica A. Smith, and members of the Library Board. Kerrie had an assortment of questions, along with several suggestions intending to benefit both the Library and the *Friends of the Library* inside and outside of the building. Several of Kerrie’s proposals require more research to receive the Board’s approval and she will follow-up with more information for review at future Library Board Meetings.

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FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2025-V019: Approving the Bill List for 15-May-2025 through 11-Jun-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			2 nd	1 st					
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Library Director Monica A. Smith described an incident that occurred during a recent *Yoga Class* held in *Meeting Room B*. When the instructor plugged in a CD player, a vertical wire used to hang artwork made accidental contact with that plug as it entered the socket, causing some sparks, burning the wire and damaging the outlet. Fortunately, no one was injured. That outlet is scheduled to be replaced and the wire will be shortened.

Library Director Monica A. Smith spoke with Hawthorne’s Borough Engineer about the recurring ceiling leak in Meeting Room C. The engineer was able to gain access to the roof when a technician from vendor Reiner Group was performing maintenance on the HVAC system and confirmed that the roof-top air conditioning units were draining properly and not causing leaks to the interior.

Library Director Monica A. Smith mentioned that the landscapers did a great job on the Library grounds, However, they had blocked most of the parking lot with their trucks and equipment all day, and this was a bit inconvenient since it was during *Early Voting* at the Library, plus it rained. *Friends of the Library* President Kerrie Beekman complimented the landscapers for being conscientious with the new plantings provided by the *Friends*.

Library Board Member Joseph Metzler inquired about recent malfunction issues reported with the restroom auto flush toilet sensors. Mr. Metzler said that he has several of the preferred manual handles and offered to install them in place of the problematic auto flush units when we decide to make the switch.

Mayor John Lane will follow up with *CK Electronics LLC* with regard to the proposal for new security cameras.

TECHNOLOGY

Michael Alberta., Committee Chairperson

Library Director Monica A. Smith confirmed that the computer for the *Friends of the Library* is operational.

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POLICY

Cheryl Pasquale, Committee Chairperson

- **Vote #2025-V020: Approving the Policy Rules of Conduct – First Reading**

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									
Nay									
Abstain									
Absent									

Library Director Monica A. Smith put together possible revisions to the *Rules of Conduct* Policy highlighting in red ink select wording for Approval. Policy main headers such as *To Maintain Personal Safety, To Preserve a Peaceful and Pleasant Environment, To Protect Our Materials, Building and Grounds*, list specific rules within. Some questions concern the Library’s Wi-Fi, use of search filters, use of cell phones and other communication devices. The section *To Ensure Compliance with the Rules Stated Above* copied what was already in the Policy but also addresses what to do with the minors.

- **Vote #2025-V021: Table Approving the Policy Rules of Conduct – First Reading Until Library Board Regular Public Meeting 09-Jul-2025**

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	X	X	X
Nay									
Abstain									
Absent									

Following discussion, this Vote #2025-V020: *Approving the Policy Rules of Conduct – First Reading* is tabled until the *Wednesday July 9, 2025 Regular Meeting* in order to get more information, and have the Borough of Hawthorne Attorney Michael J. Pasquale review the *Rules of Conduct* Policy to provide his opinion if what is being asked is allowable and legally permissible.

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Board of Trustees Regular Monthly Meeting

PERSONNEL

Diana Connolly, Committee Chairperson

- **Vote #2025-V022: Memorialize the resignation of Fazli Hida, Library Associate, effective 30-May-2025.**

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	X	X	X
Nay									
Abstain									
Absent									

Library Director Monica A. Smith stated that four internal candidates were interviewed for this open position of Library Associate. The *Circulation Department Head*, Dafina Moore, is currently on vacation. A decision will be made when she returns.

COMMUNICATIONS

Monica A. Smith, Director

- **Vote #2025-V023: Accept two paintings by artist Tom Kerwick, donated by patron Minicozzi.**

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	X	X	X
Nay									
Abstain									
Absent									

John Minicozzi’s mother wishes to donate two original paintings depicting buildings of historical significance that were located in Hawthorne, NJ. One is of the Vreeland house and the other is of the property’s carriage house. The artist is Tom Kerwick, who passed away in 2015. The two paintings will be for permanent display at the Library.

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COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

None

NOMINATING

Mayor Lane, Committee Chairperson

None

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

None

MEETING ROOM APPLICATIONS

Bancroft – Staff Training. *Bancroft*, headquartered in New Jersey, works with children, teenagers and adults with developmental disabilities. They will use *Meeting Room B* on Friday July 13, 2025 – they have all of the necessary paperwork, insurance, etc.

PROFESSIONAL DEVELOPMENT

Monday, May 19, 2025 – Library Board Member Katie Haake did a *Continuing Education* course online: *NJLA – Library Law Q & A* (1.0 hour). Now the yearly total is at 3.25 hours with a total of 7 hours needed. Katie expressed that it was informative and better than expected.

Monday, June 2, 2025 – Library Director Monica A. Smith participated in a 30 minute online short video training course titled: *Backup: How Coworkers SHOULD Provide Backup During Conflict*. Monica said that it had interesting points and that she passed this on to the library staff as well.

OLD BUSINESS

The next batch of Library carts for the Eagle Scout Project went out to be powder coated, without their wheels attached.

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

The *Friends of the Library* recently presented 2 Scholarships for \$500.00 to 2 student recipients. The *Night of Chocolate* on Friday, May 16, 2025 was very successful. The *Friends* will be at the *Hawthorne Farmer's Market* which opens on Sunday, June 22, 2025. The *Friends of the Library* decided at their Tuesday, June 10, 2025 Meeting that they will no longer have a table set up at Hawthorne Day.

PUBLIC BE HEARD:

Friends of the Library President Kerrie Beekman addressed the *Library Board of Trustees* at the beginning of this *Wednesday, June 11, 2025 Regular Public Meeting*.

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MOTION TO ADJOURN: 5:42 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	X	X	X
Nay									
Abstain									
Absent									

Next Regular Meeting – Wednesday 9-Jul-25 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2025-V018: Approve the Minutes for 14-May-2025– Regular Public Meeting. 2
- Vote #2025-V019: Approving the Bill List for 15-May-2025 through 11-Jun-2025 , inclusive. 3
- Vote #2025-V020: Approving the Policy Rules of Conduct – First Reading 4
- Vote #2025-V021: Table Approving the Policy Rules of Conduct – First Reading Until Library Board Regular Public Meeting 09-Jul-2025 4
- Vote #2025-V022: Memorialize the resignation of Fazli Hida, Library Associate, effective 30-May-2025. 5
- Vote #2025-V023: Accept two paintings by artist Tom Kerwick, donated by patron Minicozzi. 5