

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

|                                   |
|-----------------------------------|
| Minutes – July 9, 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<br>Treasurer / Secretary           | 12/2028 | X       |        |   |
| Theresa DiGeronimo,<br>Superintendent's Alternate | N/A     |         | X      |   |
| Katie Haake                                       | 12/2027 | X       |        |   |
| John Lane<br>Mayor                                | N/A     |         | X      |   |
| Joseph Metzler                                    | 12/2026 | X       |        |   |
| Matthew Mignanelli<br>Superintendent of Schools   | N/A     | X       |        |   |
| Cheryl Pasquale                                   | 12/2027 | X       |        |   |
| Anna Marie Sasso<br>Mayor's Alternate             | N/A     | X       |        | 4:33 pm   |
| Dr. Richard A. Spirito<br>President               | 12/2025 |         | X      |   |
| Evan Toth   | 12/2027 | X       |        |   |
| Monica A. Smith<br>Director                       | N/A     | X       |        |   |
| Gina Pontrelli<br>Business Manager                | N/A     | X       |        |   |

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

- **Vote #2025-V023: Approve the Minutes for 11-Jun-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>Matthew Mignanelli / Theresa DiGeronimo</u> | <u>Evan Toth</u> | <u>Dr. Spirito</u> |
|---------|------------------------|-----------------------|------------------------|--------------------------------------|--------------------|--------------------|--|------------------|--------------------|
| Motion  |                        | 1 <sup>st</sup>       |                        |                                      |                    | 2 <sup>nd</sup>    |  |                  |                    |
| Aye     | X                      | X                     | X                      |                                      | X                  | X                  | X  | X                |                    |
| Nay     |                        |                       |                        |                                      |                    |                    |  |                  |                    |
| Abstain |                        |                       |                        | X                                    |                    |                    |  |                  |                    |
| Absent  |                        |                       |                        |                                      |                    |                    |  |                  | X                  |

**PUBLIC BE HEARD – AGENDA ITEMS ONLY:**

At the Library Board Meeting on Wednesday, June 11, 2025, Kerrie Beekman, President of the *Friends of the Library*, proposed applying for a *Plants-Only Grant* through *City Green*, Clifton, NJ, for plants and flowers to beautify the library grounds, and would need to gather more information for the Board to review. Kerrie was present at this Wednesday, July 9, 2025 Library Board Meeting, and provided photos of an optimal location on Library property, the *City Green Grant* timeline noting phases in the grant process, types of plant kits offered, and required reports if a grant is approved. Some Library Board concerns were matters about plant allergies, invasive varieties, insect attraction, weed growth, access to sun, shade and water, which Kerrie addressed and plans to oversee. Kerrie also mentioned that the Hawthorne *Environmental Commission Green Team* offered their support in this project. With Library Board approval, Kerrie will submit the Grant application by Friday, August 8, 2025.

- **Vote #2025-V027: Approve Kerrie Beekman, President of the Friends of the Library, to Submit the Application for City Green Plants-Only Grant.**

*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>Matthew Mignanelli / Theresa DiGeronimo</u> | <u>Evan Toth</u> | <u>Dr. Spirito</u> |
|---------|------------------------|-----------------------|------------------------|--------------------------------------|--------------------|--------------------|--|------------------|--------------------|
| Motion  | 2 <sup>nd</sup>        |                       |                        |                                      |                    | 1 <sup>st</sup>    |  |                  |                    |
| Aye     | X                      | X                     | X                      | X                                    | X                  | X                  | X  | X                |                    |
| Nay     |                        |                       |                        |                                      |                    |                    |  |                  |                    |
| Abstain |                        |                       |                        |                                      |                    |                    |  |                  |                    |
| Absent  |                        |                       |                        |                                      |                    |                    |  |                  | X                  |

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

**FINANCIAL REPORTS/BILL LIST**

**Mayor Lane, Committee Chairperson**

- **Vote #2025-V024: Approving the Bill List for 12-Jun-2025 through 09-Jul-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>Matthew Mignanelli/ Theresa DiGeronimo</u> | <u>Evan Toth</u> | <u>Dr. Spirito</u> |
|---------|------------------------|-----------------------|------------------------|--------------------------------------|--------------------|--------------------|---|------------------|--------------------|
| Motion  | 2 <sup>nd</sup>        |                       |                        |                                      | 1 <sup>st</sup>    |                    |   |                  |                    |
| Aye     | X                      | X                     | X                      | X                                    | X                  | X                  | X   | X                |                    |
| Nay     |                        |                       |                        |                                      |                    |                    |   |                  |                    |
| Abstain |                        |                       |                        |                                      |                    |                    |   |                  |                    |
| Absent  |                        |                       |                        |                                      |                    |                    |   |                  | X                  |

On the Operating Expenses Account Bill List, Check 10472 payable to vendor *Otis Elevator Company*, was confirmed that this is for a one-year elevator maintenance contract. Check 10477 payable to vendor *Reiner Group* was for their technician to identify that Rooftop AC Unit # 5 leaked water from the ceiling into the lobby area due to a buildup of condensation and to also install insulation in that section of the ceiling. Check 10486 payable to vendor *Our Media Publishing Services* was for 2 magazine subscriptions that were not available through vendor *EBSCO*.

Director Monica A. Smith mentioned that the accounting firm of *Suplee, Clooney & Company*, conducted an audit for the Louis Bay 2nd Library for the year ended December 31, 2024. No issues were found. Monica will receive a draft copy of the *Report of Audit*, then schedule a representative to attend the Library Board Meeting on Wednesday, September 9, 2025, with finalized copies to review and answer any questions.

**BUILDINGS AND GROUNDS**

**Joseph Metzler, Committee Chairperson**

On Thursday, July 3 and Monday July 7, 2025, the Library parking lot parking spaces were re-stripped. The Library is still waiting for a price quote for upgrading the Library interior and exterior camera system following the vendor and staff walk-through several weeks ago. Mayor John Lane will follow up with the company and provide the Board with their pricing proposal.

Fortunately, the ongoing Boswell Engineering street and sidewalk improvement construction project situated around the Library has not been interfering with access to the Library and the parking lot has remained open during this project.

Per the Borough of Hawthorne Plumbing Sub-Code Official, there is some repair work needed to be done for the basement boiler drains. Vendor Bobby Van Plumbing will submit a quote / proposal for this work.

Louis Bay 2<sup>nd</sup> Public Library  
Board of Trustees Regular Monthly Meeting

**TECHNOLOGY**

**Michael Alberta., Committee Chairperson**

None

**POLICY**

**Cheryl Pasquale, Committee Chairperson**

- **Vote #2025-V025: 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>Matthew Mignanelli/ Theresa DiGeronimo</u> | <u>Evan Toth</u> | <u>Dr. Spirito</u> |
|---------|------------------------|-----------------------|------------------------|--------------------------------------|--------------------|--------------------|---|------------------|--------------------|
| Motion  |                        |                       |                        | 2 <sup>nd</sup>                      | 1 <sup>st</sup>    |                    |   |                  |                    |
| Aye     | X                      | X                     | X                      | X                                    | X                  | X                  | X   | X                |                    |
| Nay     |                        |                       |                        |                                      |                    |                    |   |                  |                    |
| Abstain |                        |                       |                        |                                      |                    |                    |   |                  |                    |
| Absent  |                        |                       |                        |                                      |                    |                    |   |                  | X                  |

Following discussion at the Wednesday, June 11, 2025 Library Board Meeting, this Vote for *Approving the Policy Rules of Conduct – First Reading*, had been tabled in order to have the Borough of Hawthorne Attorney Michael J. Pasquale review and provide his opinion if what is being asked is allowable and legally permissible, which Mr. Pasquale approved. Several more edits will need to be made, so there will be a Second Reading presented at the Wednesday, August 13, 2025 Library Board Meeting.

**PERSONNEL**

**Diana Connolly, Committee Chairperson**

- **Vote #2025-V026: Memorialize the following personnel changes:**

❖ **Effective 26-Jun-2025 (PP\_14)**

- Nina Rosario, Library Assistant (PT) → Library Associate (FT)
- John Farhat, Library Assistant, 35 hours/pp → 47 hours/pp
- Liz Lathem, Library Assistant, 37 hours/pp → 47 hours/pp

❖ **Effective 14-Jul-2025 (PP\_15)**

- Kaitlyn Lysaght, Page → Library Assistant, 25 hours/pp → 31 hours/pp
- Alessandra Hammrich, Library Assistant, 37 hours/pp → 39 hours/pp

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly 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>Matthew Mignanelli / Theresa DiGeronimo</u> | <u>Evan Toth</u> | <u>Dr. Spirito</u> |
|---------|------------------------|-----------------------|------------------------|--------------------------------------|--------------------|--------------------|--|------------------|--------------------|
| Motion  | 1 <sup>st</sup>        |                       | 2 <sup>nd</sup>        |                                      |                    |                    |  |                  |                    |
| Aye     | X                      | X                     | X                      | X                                    | X                  | X                  | X  | X                |                    |
| Nay     |                        |                       |                        |                                      |                    |                    |  |                  |                    |
| Abstain |                        |                       |                        |                                      |                    |                    |  |                  |                    |
| Absent  |                        |                       |                        |                                      |                    |                    |  |                  | X                  |

This information listed about the 5 staff personnel changes was sent to the Library Board Personnel Committee following the recent resignation of a Full Time Library Associate in the Circulation Department. Director Monica A. Smith said there was an opportunity for internal candidates to interview and the departments were able to move things around making this a smooth operation, and thanked the Personnel Committee for fully responding to the email about the decisions made for these changes.

**COMMUNICATIONS**

**Monica A. Smith, Director**

Director Monica A. Smith received an email from a group regarding Site Remediation Activities for property at 150 Wagaraw Road, Hawthorne, NJ. The group asked if they could leave copies of several reports for the public to review for 30 days. The reports would be available at the Library Reference Desk, and anyone interested in reviewing them must leave their license to do so, as the reports would be for in-house use only. Monica said that she will inform the Library Board of Trustees when those reports have arrived at the Library.

**COMMUNITY PUBLIC RELATIONS**

**Evan Toth, Committee Chairperson**

None

**NOMINATING**

**Mayor Lane, Committee Chairperson**

None

**NEGOTIATIONS**

**Joseph Metzler, Committee Chairperson**

None

**MEETING ROOM APPLICATIONS**

None

**PROFESSIONAL DEVELOPMENT**

None

**OLD BUSINESS**

The Eagle Scout Library Cart project continues with another batch of metal library carts recently returned from their powder-coating process, and they are already in use. The next batch of carts went out to be powder-coated (*without their wheels attached*).

**NEW BUSINESS**

None

# Louis Bay 2<sup>nd</sup> Public Library

## Board of Trustees Regular Monthly Meeting

**FRIENDS OF THE LIBRARY**

The *Friends of the Library* will have their next meeting on Tuesday, September 9, 2025.

**PUBLIC BE HEARD:**

*Friends of the Library* President Kerrie Beekman addressed the Library Board of Trustees at the beginning of this Wednesday, July 9, 2025 Regular Public Meeting.

**PRIVATE SESSION:** None

**MOTION TO ADJOURN:** 5:17 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>Matthew Mignanelli/ Theresa DiGeronimo</u> | <u>Evan Toth</u> | <u>Dr. Spirito</u> |
|---------|------------------------|-----------------------|------------------------|--------------------------------------|--------------------|--------------------|---|------------------|--------------------|
| Motion  |                        |                       |                        |                                      | 2 <sup>nd</sup>    | 1 <sup>st</sup>    |   |                  |                    |
| Aye     | X                      | X                     | X                      | X                                    | X                  | X                  | X   | X                |                    |
| Nay     |                        |                       |                        |                                      |                    |                    |   |                  |                    |
| Abstain |                        |                       |                        |                                      |                    |                    |   |                  |                    |
| Absent  |                        |                       |                        |                                      |                    |                    |   |                  | X                  |

**Next Regular Meeting – Wednesday 13-Aug-25 at 4:30 P.M.**

**Summary of Resolutions and Votes**

- Vote #2025-V023: Approve the Minutes for 11-Jun-2025– Regular Public Meeting. 2
- Vote #2025-V027: Approve Kerry Beekman, President of the Friends of the Library, to Submit the Application for City Green Plants-Only Grant 2
- Vote #2025-V024: Approving the Bill List for 12-Jun-2025 through 09-Jul-2025 , inclusive. 3
- Vote #2025-V025: Approving the Policy Rules of Conduct – First Reading 4
- Vote #2025-V026: Memorialize the following personnel changes: 4
  - Effective 26-Jun-2025 (PP\_14)*
  - Nina Rosario, Library Assistant (PT) - Library Associate (FT)
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