

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

Minutes – August 13, 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		
Matthew Mignanelli Superintendent of Schools	N/A	X		
Cheryl Pasquale	12/2027		X	
Anna Marie Sasso Mayor's Alternate	N/A	X		4:31 pm
Dr. Richard A. Spirito President	12/2025	X		
Evan Toth	12/2027	X		4:32 pm
Monica A. Smith Director	N/A	X		
Gina Pontrelli Business Manager	N/A	X		

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- **Vote #2025-V027: Approve the Minutes for 09-Jul-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 st				2 nd			
Aye	X	X			X	X	X	X	X
Nay									
Abstain				X					
Absent			X						

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2025-V028: Approving the Bill List for 10-Jul-2025 through 13-Aug-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 nd					1 st			
Aye	X	X		X	X	X	X	X	X
Nay									
Abstain									
Absent			X						

On the Operating Expenses Bill List Check 10507 payable to vendor *Tanis Hardware* was noted for purchase of paint for rooftop gas line. On July 31, 2025, the Hawthorne DPW painted an exterior HVAC gas line a bright yellow to identify it per the *Hawthorne Plumbing Sub-Code Official*. It was also noted that Check 10512 payable to vendor *Verizon Wireless* is for a designated library staff cell phone. Check 10506 payable to vendor *PSE&G* prompted Mayor John Lane to inquire about the recent notable increase in electricity charges, and to request a summary report listing previous months’ utility bills to be sent to him by email for review.

Library Director Monica A. Smith mentioned that the Auditors from *Suplee, Clooney & Company*, were at the Library June 18/19, 2025 with no problems reported. The company typically issues a draft copy and will then schedule an appearance to review and answer any questions at an upcoming Library Board Meeting.

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Mayor John Lane will reach out to the vendor working on the upgrade and replacement to the library camera system, and will forward this information to Director Monica A. Smith. The current webcam vendor will also be asked to submit their quote for this project.

The Library Board approved a recent quote from vendor *Bobby Van Plumbing* for specified plumbing repairs needed in the lower level boiler room per the *Hawthorne Plumbing Sub-Code Official*.

TECHNOLOGY

Michael Alberta., Committee Chairperson

There were some temporary Wi-Fi issues affecting the BCCLS (*Bergen County Cooperative Library System*) Computers, which have been resolved. BCCLS also replaced and upgraded 16 computers per their pre-arranged schedule with the library. These are the computers designated for public use, computers in the Young Adult Lab, plus some that are located in the Circulation Department and at the Reference Desk.

POLICY

Cheryl Pasquale, Committee Chairperson

- **Vote #2025-V029: Approving the Policy Rules of Conduct – Second Reading**

	<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 st				2 nd				
Aye	X	X		X	X	X	X	X	X
Nay									
Abstain									
Absent			X						

Following this second reading and review of the *Library Rules of Conduct Policy*, revisions will be finalized and the updated *Rules of Conduct* will then be posted on the Library website, and also printed and placed in designated areas within the building.

Also discussed was to include within the policy section to maintain personal safety, a statement prohibiting the charging of any electric, recreational mode of transportation, such as E-Bikes or scooter vehicles, inside the building or anywhere on the property. Library Director Monica A. Smith will prepare something for the Wednesday, September 10, 2025 Library Board Meeting. Board Member Joseph Metzler suggested checking with the Hawthorne Fire Marshall if they have any policy that addresses the risks of these devices.

PERSONNEL

Diana Connolly, Committee Chairperson

None

COMMUNICATIONS

Monica A. Smith, Director

None

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

None

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NOMINATING

Mayor Lane, Committee Chairperson

None

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

None

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

None

OLD BUSINESS

Board Member Joseph Metzler observed the noticeable improvement since the Hawthorne DPW replaced the various stained acoustic ceiling tiles in the lobby and Meeting Room C that were damaged from water. The final batch of Library Carts were returned from being powder coated as part of an Eagle Scout project. The remainder of the project which includes improvement to Library Meeting Room C, is still pending. The Eagle Scout candidate is planning to set up a donation table located at the Library. Director Monica A. Smith was contacted by John Minicozzi regarding a donation from his mother of two paintings by artist Tom Kerwick. Mr. Minicozzi will arrange to deliver them, and they will be for permanent display at the Library.

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

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

Kerrie Beekman, President of the Friends of the Library, attended the Wednesday, August 13, 2025 Library Board Meeting. She confirmed that the new microwave was purchased and placed in main floor kitchen.

At the Wednesday, July 9, 2025 Library Board Meeting, the Board approved that *Kerrie Beekman, President of the Friends of the Library, to Submit the Application for City Green Plants-Only Grant*, which she did on August 9, 2025. She will be notified of City Green’s decision by the end of August or beginning of September 2025. If awarded, she asked that the Library Board authorize her to accept the Grant.

- **Vote #2025-V030: Approval to Authorize Kerrie Beekman to Accept the City Green Plants-Only Grant for the Friends of the Library, if Awarded.**

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 nd		1 st			
Aye	X	X		X	X	X	X	X	X
Nay									
Abstain									
Absent			X						

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PUBLIC BE HEARD:

None

MOTION TO ADJOURN: 5:09 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				1 st				2 nd	
Aye	X	X		X	X	X	X	X	X
Nay									
Abstain									
Absent			X						

Next Regular Meeting – Wednesday 10-Sep-25 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2025-V027: Approve the Minutes for 09-Jul-2025– Regular Public Meeting. 2
- Vote #2025-V028: Approving the Bill List for 10-Jul-2025 through 13-Aug-2025 , inclusive. 2
- Vote #2025-V029: Approving the Policy Rules of Conduct – Second Reading 3
- Vote #2025-V030: Approval to Authorize Kerrie Beekman to Accept the City Green Plants-Only Grant for the Friends of the Library, if Awarded. 4