

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

Minutes – September 10, 2025 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:35pm

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 | | 4:38 pm |
| Anna Marie Sasso Mayor's Alternate | 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-V031: Approve the Minutes for 13-Aug-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 |
| Nay | | | | | | | | | |
| Abstain | | | X | | | | | | |
| Absent | X | | | | | X | | X | |

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2025-V032: Approving the Bill List for 14-Aug-2025 through 10-Sep-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 |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | | | | | X | | X | |

It was explained that the Borough of Hawthorne handles the expenses for the roofing company that performs the annual maintenance and repairs for the Borough Municipal Building and the Library. Ongoing issues with a ceiling leak were recently fixed, but the area may still have a problem to investigate because the ceiling tiles have stains.

Director Monica A. Smith reported that she was informed earlier in the day that *Operating Expenses Account* Check # 10456 dated July 9, 2025, payable to BCCLS (*Bergen County Cooperative Library System*) was never received. Since the check had not yet cleared the account, it was decided that the Library would place a stop-payment order with the bank, issue a replacement check and deliver it in person to BCCLS in nearby Fair Lawn, NJ.

Auditors from the accounting firm of *Suplee, Clooney & Company* are preparing the final copy of the Library audit conducted June 18 and 19, 2025. Their representative will attend the upcoming Library Board Meeting on Wednesday, October 8, 2025, to review and answer any questions.

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BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Director Monica A. Smith mentioned that the Library is still waiting for the Hawthorne Board of Education IT Department to complete the migration of all the data from the Library’s old server to the new upgraded server. As a result, there have a been some system issues, so the BOE technology team will need to schedule this soon.

TECHNOLOGY

Michael Alberta., Committee Chairperson

Director Monica A. Smith stated that she received a call and an email from vendor *Extel Communications* in North Haledon, NJ notifying her that as of December 2024, phone manufacturing company NEC, stopped producing parts for the phone equipment that the Library uses. As an option, *Extel* is offering to “provide a proactive quote to migrate the communication platform to the cloud.” Benefits, drawbacks and pricing will need review and discussion at a future Library Board Meeting.

A quote was received from a vendor who did an evaluation for upgrading the Library security camera system. The proposal was e-mailed to the Library Board for review. There are still many details being discussed. Director Monica A. Smith also included a *Purchasing Chart* guide from the NJ State Library that outlines rules to follow for spending thresholds. Library Board President Dr. Richard A. Spirito stated that the Library Board’s Building and Grounds Committee Chairperson Joseph Metzler, Evan Toth, and Mayor John Lane will need to go over camera placement together. Dr. Spirito will also reach out to the Library Board’s Technology Committee Chairperson Michael Alberta for his expertise, and asked Technology Committee Cheryl Pasquale to review the current vendor quote with the Hawthorne Board of Education IT Team for their additional input. Dr. Spirito said that the Library Board will seek more vendor quotes prior to making a final decision. Director Monica A. Smith said that if this needs to go out for bid then it will have to go through the Borough of Hawthorne Administrator who is a Qualified Purchasing Agent.

POLICY

Cheryl Pasquale, Committee Chairperson

- Vote #2025-V033: Approving the Changes to the Policy Rules of Conduct – First 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 | | | | 2 nd | 1 st | | | | |
| Aye | | X | X | X | X | | X | | X |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | | | | | X | | X | |

This is to approve the first reading of changes to the *Policy Rules of Conduct*. During the recent summer months, youngsters wanted to bring their electric scooters, etc., inside the building to charge them. Because it is such a safety concern, the Policy will now include the following rule under the heading:

TO PROTECT OUR MATERIALS, BUILDING AND GROUNDS

Personal electric vehicles, electric scooters, and other electric micro-mobility devices, such as hoverboards and electric and motorized skateboards, are prohibited to be used, stored, parked, or charged anywhere in the Library.

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POLICY *(continued...)*

Another update / change to the *Policy Rules of Conduct* will be the following under the heading:
TO PRESERVE A PEACEFUL AND PLEASANT ENVIRONMENT:

Please do not have offensive bodily hygiene so as to constitute a nuisance to other persons.

These changes would be covered by the general policy statement:

TO ENSURE COMPLIANCE WITH THE RULES STATED ABOVE:

1. Any patron who fails to observe these rules may lose privileges, may be directed to leave the building and grounds, and/or be subject to police intervention.

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

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

None

OLD BUSINESS

The final batch of Library Carts being powder coated as part of an Eagle Scout project have been returned. The remainder of this project that includes improvement to Library Meeting Room C is still pending.

2 Original Oil Paintings by artist Tom Kerwick have been received at the Library and waiting to be displayed.

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

The next meeting for the Friends of the Library will be on Tuesday, October 14, 2025. Kerrie Beekman, President of the Friends, attended this Wednesday, September 10, 2025 Library Board Meeting to update everyone that the Friends of the Library were officially awarded a City Green Plants-Only Grant. It is for 20 Plants to be placed on library grounds, and Kerrie will keep everyone updated on this project.

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PUBLIC BE HEARD:

None

MOTION TO ADJOURN: 5:41 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 |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | X | | | | | X | | X | |

Next Regular Meeting – Wednesday 8-Oct-25 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2025-V031: Approve the Minutes for 13-Aug-2025– Regular Public Meeting. 2
- Vote #2025-V032: Approving the Bill List for 14-Aug-2025 through 10-Sep-2025 , inclusive. 2
- Vote #2025-V033: Approving the Changes to the Policy Rules of Conduct – First Reading 3