

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

Minutes – October 8, 2025 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:33 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	
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-V034: Approve the Minutes for 10-Sep-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			X		X		X	
Absent									

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2025-V035: Approving the Bill List for 11-Sep-2025 through 08-Oct-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	X
Nay									
Abstain									
Absent									

Library Director Monica A. Smith introduced Mr. Stephen Latham, an auditor from the accounting firm of *Suplee, Clooney & Company*, in attendance at this Library Board Meeting, to present the Report of Audit of the Louis Bay 2nd Public Library conducted on June 18 and 19, 2025, for the year ended December 31, 2024. Mr. Latham handed out copies of the report, answered questions, and stated to Director Monica A. Smith and the Library Board that most importantly, the library audit received an unmodified opinion, defined as having no issues, no comments, no findings.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The pending project to upgrade, or replace interior and exterior Library web cameras is still being researched. Following a review of a recent proposal, another vendor has been scheduled to meet on-site at the library to do a walk-through and additional proposal. Quotes will be reviewed and discussed by the Library Board.

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TECHNOLOGY

Michael Alberta., Committee Chairperson

A new library server, purchased in July 2021, is still not completely configured. The library business administration department continues to have sporadic problems with the QuickBooks bookkeeping program which is likely related to the old server running out of space. Director Monica A. Smith stated that the server issue needs to be resolved by the *Hawthorne Board of Education IT* before the next Library Board Meeting.

POLICY

Cheryl Pasquale, Committee Chairperson

- **Vote #2025-V036: Approving the Changes to the Policy Rules of Conduct – Second 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 nd		1 st			
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

The Policy Rules of Conduct – Second Reading pertains to safety concerns about electric micromobility devices (e-bikes, e-scooters, etc.) inside and outside of the library. The reading was approved noting some minor grammatical edits to be made to ensure clarity.

- **Vote #2025-V037: Approving the Sick Time Donation Policy for Staff**

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	X
Nay									
Abstain									
Absent									

The Sick Time Donation Policy for Staff, which allows staff members to donate their unused sick time to a recipient staff member on a case-by-case basis, was approved with the additional clause that *staff donations cannot be rescinded without the Director's approval.*

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PERSONNEL

Diana Connolly, Committee Chairperson

Director Monica A. Smith stated that the person that was recently hired for a part-time position as the Library Monitor, quit after a few days. Future options for hiring another library monitor, a position needed only during the school year, are being carefully considered.

COMMUNICATIONS

Monica A. Smith, Director

None

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

Library Director Monica A. Smith and the Library Board, discussed ongoing safety concerns following an incident near the library that involved middle school students.

NOMINATING

Mayor Lane, Committee Chairperson

None

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

None

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith reported the she has completed the Borough of Hawthorne mandated manager/supervisor training on Wednesday, September 17, 2025.

OLD BUSINESS

The final batch of library carts that were powder-coated as part of an Eagle Scout project, have been returned to the library. The remainder of this Eagle Scout task, which includes painting and new window treatments in Meeting Room C, is still pending.

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

The Friends of the Library will have their next meeting on Tuesday, October 14, 2025.

On Saturday, October 18, 2025, the Friends will host a jewelry sale at the library in Meeting Room C, and there is a display case in the library lobby featuring some of the jewelry. Friends President, Kerrie Beekman, updated the Library Board that the 20 plants officially awarded through the *City Green Plants-Only Grant* are expected to be planted by the Friends on the library grounds on the last weekend in October.

PUBLIC BE HEARD: None

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MOTION TO ADJOURN: 5:50 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 nd					1 st			
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

Next Regular Meeting – Wednesday 12-Nov-25 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2025-V034: Approve the Minutes for 10-Sep-2025– Regular Public Meeting. 2
- Vote #2025-V035: Approving the Bill List for 11-Sep-2025 through 08-Oct-2025 , inclusive. 2
- Vote #2025-V036: Approving the Changes to the Policy Rules of Conduct – Second Reading 3
- Vote #2025-V037: Approving the Sick Time Donation Policy for Staff 3