

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

Minutes – November 12, 2025 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:32 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-V038: Approve the Minutes for 08-Oct-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					2 nd	1 st			
Aye	X		X	X	X	X	X		X
Nay									
Abstain									
Absent		X						X	

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2025-V039: Approving Payments to Vendors Based on Vouchers for 09-Oct-2025 through 12-Nov-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	1 st					2 nd			
Aye	X		X	X	X	X	X		X
Nay									
Abstain									
Absent		X						X	

Library Director Monica A. Smith explained that the phrasing for this *Vote #2025-V039*, was different from the standard meeting agenda financial reports / bill list because of current computer issues affecting access to the financial data and monthly reports. Some financial data was lost and Monica has informed the auditors about this and will follow their guidelines to prepare for the 2025 audit. Fortunately, Monica was able to recreate the *QuickBook* vendor lists and the voucher forms. In place of the routine *Operating Expenses Account Bill List*, there was a printout detailing the payments to vendors based on vouchers for October 9, 2025, through November 12, 2025, inclusive, which was approved.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The *Borough of Hawthorne Water Department* will be scheduling some repairs to the outdoor sprinkler system in several areas.

The project to upgrade, replace, and expand the interior and exterior library web camera system is ongoing. In December 2025, vendor *Eastern DataComm* will prepare a presentation, and submit a price proposal. The quotes will then be reviewed and discussed by the Library Board.

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TECHNOLOGY

Michael Alberta, Committee Chairperson

In early November 2025, the *Hawthorne Board of Education Information Technology* staff who oversee the library’s computer needs as a shared services contract, were working on migrating the old server’s data to the library’s new higher capacity server which had been installed 4 years ago. This quickly became problematic as it was realized that the tech who originally started the work never completed the job. Files were not where they should be, passwords were changed or could not be recovered, and files on the old server that were set to back up to an external hard drive were not accessible. Many of Director Monica A. Smith’s important files were missing, and financial program data too. Moving forward, the Library Board will decide on a plan to select a responsible IT company to manage these services on-site without using any public cloud platform, and may consider the existing IT provider options used by the Borough of Hawthorne.

POLICY

Cheryl Pasquale, Committee Chairperson

- **Vote #2025-V040: Approving the Board Meeting Schedule for 2026**

	<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
Nay									
Abstain									
Absent		X						X	

The Library Board conventionally meets on the second Wednesday of every month. The Board approved the submitted meeting schedule for upcoming year 2026, noting that Wednesday, November 11, 2026, is Veterans Day, and following a discussion, that monthly Library Board meeting has been rescheduled for Tuesday, November 10, 2026.

- **Vote #2025-V041: Approving the Holiday Closings for 2026**

	<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
Nay									
Abstain									
Absent		X						X	

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- Vote #2025-V042: Approving an Early Closing on Friday, 19-Dec-2025 for Staff Development**

	<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									
Absent		X						X	

On Friday, December 19, 2025, the Library will close at 2:00 pm for staff development and a holiday celebration. Ordinarily the library closes at 5:30 pm on Friday.

PERSONNEL

Diana Connolly, Committee Chairperson

None

COMMUNICATIONS

Monica A. Smith, Director

Director Monica A. Smith recently received a request from the *Bergen County Prosecutor's Office* to obtain login information to the library's wireless network and camera footage review from 2 months ago, for a case under investigation. Monica informed the prosecutor's office that they must provide official paperwork before she will provide any of the requested information, so they are in the process of getting a subpoena. Monica will update the Library Board when that moves forward.

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

Louis Bay 2nd Library successfully hosted the *Passaic County In-Person Early Voting* for the November General Election from Saturday, October 25, 2025, until Sunday, November 2, 2025.

NOMINATING

Mayor Lane, Committee Chairperson

None

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

None

MEETING ROOM APPLICATIONS

None

PROFESSIONAL DEVELOPMENT

Director Monica A. Smith has served on the BCCLS (*Bergen County Cooperative Library System*) Executive Board, for 3 years, and has chosen to conclude that role at the close of 2025.

OLD BUSINESS

Library Meeting Room C is temporarily reserved for the Eagle Scout painting project which began on Saturday, November 8, 2025, and will ideally be finished on Saturday, November 22, 2025.

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NEW BUSINESS

None

FRIENDS OF THE LIBRARY

The Friends of the Library will have their next meeting on Tuesday, November 18, 2025. The President of the Friends, Kerrie Beekman, attended this Library Board Meeting, and Kerrie mentioned that the Friends had their first jewelry sale at the library on Saturday, October 18, 2025. They did not receive as much activity as they hoped for, but all went well. The Friends completed their outdoor planting project on library grounds provided through the City Green Plants-Only Grant, on Saturday, October 25, 2025. Director Monica A. Smith informed the Board that the Director of the Fair Lawn Library shared an important email that *GoFundMe* auto-created donation pages for 501(c)(3) nonprofits without consent using publicly available IRS data. There was a *GoFundMe* set for the Friends of the Louis Bay 2nd Library, and Kerrie Beekman was able to successfully opt out without issue.

PUBLIC BE HEARD: None

MOTION TO ADJOURN: 5:22 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
Nay									
Abstain									
Absent		X						X	

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

Summary of Resolutions and Votes

- Vote #2025-V038: Approve the Minutes for 08-Oct-2025– Regular Public Meeting. 2
- Vote #2025-V039: Approving Payments to Vendors Based on Vouchers for 09-Oct-2025 through 12-Nov-2025 , inclusive. 2
- Vote #2025-V040: Approving the Board Meeting Schedule for 2026 3
- Vote #2025-V041: Approving the Holiday Closings for 2026 3
- Vote #2025-V042: Approving an Early Closing on Friday, 19-Dec-2025 for Staff Development 4