

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

Minutes – December 10, 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 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		

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2025-V042: Approve the minutes for 12-Nov-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								X	
Absent							X		

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2025-V043: Approving the bill list for 13-Nov-2025 through 10-Dec-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	X
Nay									
Abstain									
Absent							X		

On the bill list from the *Operating Expenses Account*, a check payable to vendor *Timberdoodle*, is for the purchase of educational books for children, to expand the library’s homeschool collection. Also 3 checks payable to vendor Reiner Group were for 3 separate heating, ventilation, and air conditioning (HVAC) issues.

- **Vote #2025-V044: Approving the 2026 budget, modified to reflect a 2.5% increase over the 2025 budget.**

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		

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

Director Monica A. Smith shared a draft of the Library's 2026 Budget for the board members to review and approve, prior to submitting it to the Borough of Hawthorne for review. Several topics were discussed including rising prices in general, projects such as upgrading security cameras, possible changes to the current phone system, and selecting a vendor for reliable technical support for the upcoming fiscal year. It was also noted that there is a new Borough Administrator for the Borough of Hawthorne in 2026.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

The library is still working on reviewing proposals to improve and upgrade the interior and exterior security camera systems.

TECHNOLOGY

Michael Alberta., Committee Chairperson

A representative from *Eastern Datacomm*, was on the agenda to present security and surveillance system quotes, but failed to attend this Board Meeting.

Director Monica A. Smith spoke with the library's auditor regarding the technical malfunctions causing the loss of years of financial data. The course of action is to manually re-enter calendar year 2025 banking and vendor transactions from paper files into the QuickBooks program. Fortunately, the library's audit for the year 2024, has been completed.

Director Monica A. Smith is seeking a few quotes for the imminent replacement of the library's older phone equipment and hardware system, which could be phased out for a cloud-based system or *Voice over Internet Protocol (VoIP)*. This will be reviewed more at the January 14, 2026 library board meeting.

POLICY

Cheryl Pasquale, Committee Chairperson

None

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

Nominating Committee Chairperson Mayor John Lane was not in attendance at this board meeting on Wednesday, December 10, 2025 to discuss any 2026 nominations.

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

None

MEETING ROOM APPLICATIONS

None

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

PROFESSIONAL DEVELOPMENT

None

OLD BUSINESS

The Eagle Scout painting and improvement project in the library’s Meeting Room C, is almost complete, with just a few details to be finalized. Director Monica A. Smith will only sign-off on the Eagle Scout project when their work is 100% finished.

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

The Friends of the Library will have their next meeting in January 2026. The Friends of the Library President, Kerrie Beekman stated that the 2026 officers’ elections were a clean sweep for their President, Vice-President, Treasurer and Secretary. Kerrie also noted that the Friends have been struggling with new memberships.

PUBLIC BE HEARD: None

MOTION TO ADJOURN: 5:40 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
Nay									
Abstain									
Absent							X		

Next Regular Meeting – Wednesday 14-Jan-26 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2025-V042: Approve the minutes for 12-Nov-2025– Regular Public Meeting. 2
- Vote #2025-V043: Approving the bill list for 13-Nov-2025 through 10-Dec-2025 , inclusive. 2
- Vote #2025-V044: Approving the 2026 budget, modified to reflect a 2.5% increase over the 2025 budget. 2