

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

Minutes – January 14, 2026 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:29 pm

PUBLIC PORTION OF MEETING BEGINS:

Notification for this meeting is in accordance with the Open Public Meeting Act (N.J.S.A. 10:4-6 to -21), as amended by S-4654 (2025).

FLAG SALUTE:

ROLL CALL:

ROLL CALL:	TERM	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Michael J. Alberta	12/2029	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		
Nicole Mariella	12/2030	X		
Joseph Metzler	12/2026	X		
Matthew Mignanelli Superintendent of Schools	N/A	X		
Anna Marie Sasso Mayor's Alternate	N/A	X		
Michael Sebetich	12/2027	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

- **Resolution #2026-R01: Adoption of the By-laws, Policies, and Procedures, designate official medium for public meeting notification, designate official depositories, and appoint the auditor.**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Michael Sebetich</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Matthew Mignanelli/ Theresa DiGeronimo</u>	<u>Nicole Mariella</u>	<u>Evan Toth</u>
Motion				2 nd		1 st			
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

The Louis Bay 2nd Public Library adopts the by-laws as revised and adopted inclusive of all policies and procedures contained herein, a copy of which is on file in the office of the Library Director.

Publication of the schedule for Regularly Monthly Meetings complies with the Open Public Meeting Act (N.J.S.A. 10:4-6 to -21), as amended by S-4654 (2025), and utilizes NJ Advanced Media to meet the bi-monthly requirement for online publication of legal ads.

The Louis Bay 2nd Public Library hereby designates the following banks as Depositories for the accounts as listed, for the period January 1, 2026 through December 31, 2026.

- Chase Bank, Hawthorne, NJ
- Columbia Bank, Hawthorne, NJ
- New Jersey Cash Management Fund, Division of Investment, Department of the Treasury, Trenton, NJ
- TD Bank, Hawthorne, NJ
- Wells Fargo, Hawthorne, NJ

The firm of Suplee, Clooney & Company be appointed as Auditor for accounting and auditing services effective January 1, 2026 through December 31, 2026.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2026-V001: Approve the Minutes for 10-Dec-2025– Regular Public Meeting.**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Michael Sebetich</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Matthew Mignanelli/ Theresa DiGeronimo</u>	<u>Nicole Mariella</u>	<u>Evan Toth</u>
Motion	2 nd					1 st			
Aye	X	X		X	X	X	X	X	X
Nay									
Abstain			X						
Absent									

PUBLIC BE HEARD – AGENDA ITEMS ONLY:

Included in the Wednesday, January 14, 2026 Agenda is Vote #2026-V004 to approve a meeting room application for MED (*Medical Essential Diagnostics*). Caleb, a representative from MED, attended this meeting to speak about MED’s *Save My Life Program* which offers health-related services (blood tests, stress tests, sleep studies, etc.) to insured government officials, borough employees, state and local police, and educators. A date will be chosen for MED to reserve a meeting room at the library to assist qualified, interested individuals with scheduling an appointment at one of MED’s 6 medical testing clinics in New Jersey. This event will not be open to the general public.

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2026-V002: Approving the Bill List for 11-Dec-2025 through 14-Jan-2026 , inclusive.**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Michael Sebetich</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Matthew Mignanelli/ Theresa DiGeronimo</u>	<u>Nicole Mariella</u>	<u>Evan Toth</u>
Motion				2 nd		1 st			
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

Director Monica A. Smith noted that there are two *Operating Expenses Account* bill lists for approval for this first board meeting of 2026. The bill list for December 11, 2025 through December 31, 2025 is printed on blue paper, and the bill list for January 1, 2026 through January 14, 2026 is printed on green paper.

Director Monica A. Smith provided a progress report on the recovery of the QuickBooks financial data for the year 2025. The majority of the data has now been reentered and successfully reconciled from bank statements and re-entering copies of the purchase orders.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2026-V003: Approving the Budget for 2026 (separate document)**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Michael Sebetich</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Matthew Mignanelli/ Theresa DiGeronimo</u>	<u>Nicole Mariella</u>	<u>Evan Toth</u>
Motion	1 st	2 nd							
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

Director Monica A. Smith explained that the 2026 budget submitted for Library Board approval is at 2.5%, which is over what the Borough of Hawthorne gave the library in 2025. Computer IT infrastructure protection, upgrade and support, was taken into consideration as a priority in the 2026 budget.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

There has been a continuing problem with birds getting inside the library, possibly through breaches in the very high ceiling tiles, primarily in the Children’s Department. The birds manage to escape with assistance, but eventually access areas will need to be determined and blocked, requiring a professional service.

TECHNOLOGY

Michael Alberta., Committee Chairperson

Pascack Data Services (PDS) Hawthorne, NJ, a data recovery, computer repair company, spent 2 hours working on the issues affecting the library server on Wednesday, December 17, 2025. Fortunately, they were able to restore most of the Director’s crucial missing files. PDS also did a walkthrough to assess technology upgrades needed for improved computer security such as firewalls and backups for the server. Another technology consulting company submitted their quote for new equipment, data recovery services, and cyber security upgrades for review.

POLICY

OPEN, Committee Chairperson

BCCLS (*Bergen County Cooperative Library System*) By-Laws Certification of Agreement 2026, which assures BCCLS that the Louis Bay 2nd Library is compliant with the rules and regulations of BCCLS, needed to be signed by the Library Board President. Michael J. Alberta was nominated at this meeting as 2026 Library Board President and he will be signing the agreement. Mr. Alberta will also arrange to stop by the assigned bank to be added as an authorized signatory on all of the library bank accounts.

PERSONNEL

Diana Connolly, Committee Chairperson

Director Monica A. Smith stated that with the assistance of School Superintendent Matthew Mignanelli, they were able to put together an improved job description for a library monitor, similar to a school liaison officer. The Personnel Committee will be informed when there are any candidates.

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COMMUNICATIONS

Monica A. Smith, Director

None

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

None

NOMINATING

Mayor Lane, Committee Chairperson

Following the Vote for Approval of the 2026 Budget, Director Monica A. Smith asked Nominating Committee Chairperson Mayor John Lane to open the floor to the 2026 Nominations for *Library Board President, Vice-President and Treasurer / Secretary*.

The final voting results approving the 2026 nominations are as follows:

- President - Michael Alberta
- Vice President - Evan Toth
- Treasurer / Secretary - Diana Connolly

The Library Board Committees and Chairs were also designated for 2026.

NEGOTIATIONS

Joseph Metzler, Committee Chairperson

Director Monica A. Smith reminded the Library Board that the UPSEU (*United Public Service Employees Union*) which is the non-supervisor’s contract, is up at the end of this year 2026, as are the contracts for the library director and the library business manager. Monica also mentioned that the new Hawthorne Borough Administrator will be involved in all of the negotiation units of the town.

MEETING ROOM APPLICATIONS

- **Vote #2026-V004: Approve MED “Save My Life” (separate document)**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Michael Sebetich</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Matthew Mignanelli/ Theresa DiGeronimo</u>	<u>Nicole Mariella</u>	<u>Evan Toth</u>
Motion					2 nd	1 st			
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

Caleb, from MED (*Medical Essential Diagnostics*) attended this Board Meeting and spoke during the *Public Be Heard-Agenda Items Only* portion at the start of this meeting. MED has completed all of their paperwork, with proof of insurance, in order to schedule their upcoming event at the library.

Louis Bay 2nd Public Library

Board of Trustees Regular Monthly Meeting

- **Vote #2026-V005: Approve Right At Home / Daria Boyd (separate document)**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Michael Sebetich</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Matthew Mignanelli/ Theresa DiGeronimo</u>	<u>Nicole Mariella</u>	<u>Evan Toth</u>
Motion					1 st		2 nd		
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

Right At Home is a senior wellness program, to be offered at no-charge to any senior citizens who attend. The event will be set up in library meeting room C and scheduled for 4 dates. Seniors can get wellness checks such as blood pressure screenings, weight control, dietary guidelines and emotional health assessments, with *Right At Home* providing their own registered nurse. The applicant has completed all of their paperwork, including their certificate of insurance.

- **Vote #2026-V006: Approve EXIT Solgar Realty (separate document)**

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Michael Sebetich</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Matthew Mignanelli/ Theresa DiGeronimo</u>	<u>Nicole Mariella</u>	<u>Evan Toth</u>
Motion					2 nd	1 st			
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

EXIT Solgar Realty is a real estate firm based in Hawthorne, NJ. They plan to schedule one event per month at the library in meeting room A, as a platform to meet with other realtors to exchange information and for extra training for real estate agents. It is not open to the general public. EXIT Solgar Realty has completed their application, but still needs to update their certificate of insurance.

PROFESSIONAL DEVELOPMENT

Head of Adult Services Librarian Jennifer Cullen, will be attending the 2026 NJLA (*New Jersey Library Association*) annual conference from Tuesday, February 17 through Thursday, February 19, 2026. Library Director, Monica A. Smith will also be at the NJLA conference from Wednesday, February 18, through Thursday, February 19, 2026.

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OLD BUSINESS

The Eagle Scout project which was dedicated to updating and improving the decor of meeting room C is now complete.

NEW BUSINESS

None

FRIENDS OF THE LIBRARY

The Friends of the Library had their meeting of 2026 on Tuesday, January 13, 2026. President of the Friends, Kerrie Beekman, was at this meeting. The Friends recently had their officers sworn in for this year. A few events are being planned including their always successful *Night of Chocolate*, and possibly a musical program.

PUBLIC BE HEARD:

None

MOTION TO ADJOURN: 5:41 pm

Library Board Roll Call Vote

	<u>Michael Alberta</u>	<u>Diana Connolly</u>	<u>Michael Sebetich</u>	<u>Mayor Lane / Anna Marie Sasso</u>	<u>Katie Haake</u>	<u>Joe Metzler</u>	<u>Matthew Mignanelli / Theresa DiGeronimo</u>	<u>Nicole Mariella</u>	<u>Evan Toth</u>
Motion				2 nd		1 st			
Aye	X	X	X	X	X	X	X	X	X
Nay									
Abstain									
Absent									

Next Regular Meeting – Wednesday 11-Feb-26 at 4:30 P.M.

Summary of Resolutions and Votes

- Resolution #2026-R01: Adoption of the By-laws, Policies, and Procedures, designate official medium for public meeting notification, designate official depositories, and appoint the auditor. 2
- Vote #2026-V001: Approve the Minutes for 10-Dec-2025– Regular Public Meeting. 3
- Vote #2026-V002: Approving the Bill list for 11-Dec-2025 through 14-Jan-2026 , inclusive. 3
- Vote #2026-V003: Approving the Budget for 2026 (separate document) 4
- Vote #2026-V004: Approve MED “Save My Life” (separate document) 5
- Vote #2026-V005: Approve Right At Home / Daria Boyd (separate document) 6
- Vote #2026-V006: Approve Exit Solgar Realty (separate document) 6