

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

Minutes – March 11, 2026 –4:30 P.M.

MEETING CALLED TO ORDER:

Time: 4:30 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		

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- **Vote #2026-V010: Approve the Minutes for 11-Feb-2026– 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									
Absent						X			X

PUBLIC BE HEARD – AGENDA ITEMS ONLY: None

FINANCIAL REPORTS/BILL LIST

Mayor Lane, Committee Chairperson

- **Vote #2026-V011: Approving the Bill List for 12-Feb-2026 through 11-Mar-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	
Nay									
Abstain		X							
Absent						X			X

Finance/Budget Committee Chair Mayor John Lane, requested copies of the past 6 months of gas and electric utilities vendor PSE&G (*Public Service Electric & Gas*) billing statements to be sent to the Board Members for review, along with billing from vendor UGI Energy Services, which invoices separately for the gas supply service.

BUILDINGS AND GROUNDS

Joseph Metzler, Committee Chairperson

Director Monica Smith communicated with a prospective vendor about the project to upgrade, replace, and expand the interior and exterior library web camera system. The vendor’s on-site visit to submit their proposal was postponed due to missed appointments. This vendor has now scheduled a walkthrough sometime in April.

Borough of Hawthorne DPW has contacted a roofing company to locate and price repairs for possible outside entry areas for birds continuously getting inside the Children’s room.

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TECHNOLOGY

Michael Alberta., Committee Chairperson

Vendor Pascack Data Services, Inc., Hawthorne, NJ, a computer solutions firm, submitted a proposal to improve Library security for Wi-Fi network management, and began their work on stabilizing the library server with needed firewalls and antivirus software. They will continue with upgrades to several PCs when the equipment is received.

POLICY

OPEN, Committee Chairperson

Library Director Monica A. Smith explained some critically important changes to the required Continuing Education for Library Trustees in order to remain eligible for State Aid. Originally 7 hours of library-related education annually and collectively throughout the board was required, but now every Board Member must each receive a minimum of 2 hours total of Continuing Education. Non-compliance will result in the loss of all per capita State Aid. Monica stated that she will email a link to the NJ State Library website to the Board Members for all to receive direct notices of courses available. On-line webinar classes are typically 1 hour. Board Members must inform Monica of any courses taken (date and total time logged) and Monica will keep a running total and keep everyone posted on their progress.

Monica also invited all Board Members to attend the BCCLS (*Bergen County Cooperative Library System*) System Council event at the library on Thursday, March 26, 2026.

Library Board President Michael Alberta signed the Accuracy Certification for the New Jersey State Report at this Wednesday, March 11, 2026 Board Meeting, certifying that all information in the annual report is accurate and that the library is in conformance with all applicable laws and regulations.

PERSONNEL

Diana Connolly, Committee Chairperson

The search for a Library Monitor (*part time position; while schools are in session*) remains active. Director Monica A. Smith made some updates to the job description. There was discussion about the posted hourly rate and qualifications for any applicants, and the option of researching SORA (*Security Officer Registration Act*) certification, a 24-hour training program (valid for 2 years) with online registration, background checks, fingerprinting, and training, noting that there is a cost for this certification. It was decided that additional revisions will be made to the job description, which will then be reviewed by the Personnel Committee. Director Monica A. Smith, along with the Library Head of Technical Services will conduct the interview process for any candidates.

COMMUNICATIONS

Monica A. Smith, Director

None

COMMUNITY PUBLIC RELATIONS

Evan Toth, Committee Chairperson

No report for Community Public Relations; the board is currently seeking a replacement for recently resigned Library Board Member, Evan Toth.

NOMINATING

Mayor Lane, Committee Chairperson

None

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NEGOTIATIONS

Joseph Metzler, Committee Chairperson

None

MEETING ROOM APPLICATIONS

- **Vote #2026-V012 Approve Meeting Room Application for Community Health Fair / Valley Health System**

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	
Nay									
Abstain									
Absent						X			X

A meeting room application was approved for a free *Community Health Fair / Valley Health System* event to be held at the library on Saturday, June 6, 2026. The applicant has provided all of their necessary insurance paperwork.

Library Director Monica A. Smith mentioned that there are a few specific groups that have reserved the use of meeting rooms, library staff dedicates time to set up the rooms, then the group does not show up as scheduled. Additionally, when this group has youngsters using the rooms for a craft, or have refreshments, they leave it quite messy. Monica noted that a letter is going to be sent to this group, specifying that if this happens again, a fee will be assessed.

PROFESSIONAL DEVELOPMENT

No report

OLD BUSINESS

None

NEW BUSINESS

Library Director Monica A. Smith informed the Board that she is planning to purchase through the library a reasonably priced portable carpet and upholstery cleaning machine suitable for use inside the library. There have been several occurrences which required sanitizing upholstered chairs and areas of carpet soiled by the public, and Monica has been using equipment of her own. Monica also mentioned that the library occasionally receives requests from students needing to fulfill volunteer hours for a school group, and perhaps a structured cleaning task could be an option to fulfill service hours. Monica will research further and provide an update for the Wednesday, April 8, 2026 Board Meeting.

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FRIENDS OF THE LIBRARY

The Friends of the Library had their meeting on Tuesday, March 10, 2026. Friends President Kerrie Beekman said that their popular fundraiser event, Night of Chocolate, will be on Friday, May 15, 2026, and tickets are now available. For *National Library Week* the Friends will be sponsoring a Library Staff Appreciation Day and they are providing lunch for the staff on April 22, 2026. The Friends are also making some raffle baskets for the library to be able to give to patrons.

The Friends will have their next meeting on Tuesday, April 7, 2026.

PUBLIC BE HEARD: None

MOTION TO ADJOURN: 5:12 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					1 st			2 nd	
Aye	X	X	X	X	X		X	X	
Nay									
Abstain									
Absent						X			X

Next Regular Meeting – Wednesday 8-Apr-26 at 4:30 P.M.

Summary of Resolutions and Votes

- Vote #2026-V010: Approve the Minutes for 11-Feb-2026– Regular Public Meeting. 2
- Vote #2026-V011: Approving the Bill List for 12-Feb-2026 through 11-Mar-2026 , inclusive. 2
- Vote #2026-V012: Approve Meeting Room Application for Community Health Fair / Valley Health System 4