

**MINUTES**  
**WEST ORANGE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**April 23, 2026**

**OPEN PUBLIC MEETINGS ACT:**

In accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as The Open Public Meetings Act, proper notice of the meeting and all Library Board meetings of 2026 were posted and shall remain posted throughout the year on the Official Main Library Bulletin Board, were emailed to the "Star-Ledger", the officially designated newspaper, NJ Secretary of State website and were emailed to the Township Clerk.

**OATH OF OFFICE:** None

**ROLL CALL:**

Meeting called to order at 7:02 pm with a quorum of the Board. The following attended the meeting – Marge Mingin by zoom, Dana Nugent, Amy Schwarz, Joyce Soto by zoom, Ana Silvia Kitchener, Mayor Susan McCartney, Jessica Gaeta, Randall Clemens, David Cubie – Director and Vanessa Patterson – Office Manager

**CITIZEN'S HEARING:** NONE

**MINUTES OF PREVIOUS MEETING:**

Correction for March 2026 minutes – add Ms. Soto to the team working on policies.

Motion: Ms. Mingin moved to approve the minutes for March 2026 meeting

Second: Mr. Clemens

Action: Approved

**FINANCE:** Open discussion – Mr. Cubie presented the finance report, noting that they are 25% through the year with approximately 17.71% of the budget spent, and he discussed the computer purchases from BCCLS for \$20,000+ including 27 computers and monitors. The board approved the March 2026 finance report and payment of the April 2026 bills.

Motion: Ms. Mingin moved to approve the budget report for March 2026 and the April 2026 bills

Second: Ms. Nugent

Action: Approved

## **CORRESPONDENCE AND GIFTS: NONE**

## **COMMITTEE REPORTS:**

**Finance:** Open discussion – PNC accounts closed and Mr. Cubie confirmed that PNC services would no longer be needed. Mr. Cubie and the finance committee will meet to finalize the budget and questions were answered in reference to the Hennion investment.

**Board Governance:** None

**Buildings and Grounds:** Open discussion – Mr. Cubie mentioned that the monument sign installation is expected to be completed next week since the sign pole installation has been finished. The intercom system has been successfully installed and is in use by the library staff. Also, there will be a meeting next week on the capital plan.

**Strategic Communications:** Open discussion – Updates were made to the website and survey implementation. Mr. Cubie reported making corrections to the survey after it went live, confirming that real-time changes could be made without losing data. Missing items were identified on the website, including meeting dates for 2025-2026 and the proper posting of meeting minutes under both the "About" and "Legal Notices" sections. Mr. Cubie mentioned that the web developer trained several team members on the website management, including how to set up alerts that would display across all pages.

**Personnel & Labor Relations:** None

**Policy:** Open discussion – Mr. Clemens spoke about reviewing policies and the progress. Discussion about ongoing policy revisions, with Mr. Cubie explaining that while some sections of the policy are well-polished, others need significant structural overhauls to improve clarity and reduce repetition. The policy committee agreed to continue working on the document with the goal of sending it to their attorney for final review before board voting. The discussion also touched on the use of AI tools in policy development, with Mr. Cubie sharing insights from a recent AI class, though the team emphasized the need to carefully vet and edit AI-generated content before finalizing policies. There was also a discussion on updates to the room reservation policy.

**WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT:** None

**FRIENDS LIAISON:**

The Friends group also provided a breakfast for the library employees.

Mr. Cubie attended the Friends meeting on Monday, April 20<sup>th</sup>. He reported a positive meeting with the Friends group, where they discussed funding a sensory wall project for children, though the current budget of \$31,000 may not cover the full \$30,000-\$35,000 cost. Ms. Soto suggested exploring alternative options like Lego walls or seeking additional funding through grants or community contributions. The group agreed to develop a proposal with a mock-up design to present to the Friends group, potentially including partial funding requests from other sources.

**DIRECTOR'S REPORT:** Open discussion – AARP tax service was successful – Mr. Cubie highlighted the success of the AARP program, which has doubled its days and slots since expansion.

The patron guide is now online and at the circulation desk. The annual report is not completed yet.

The board discussed purchasing story-telling devices called "Tonys" for children, with each device costing \$20 and lasting about two weeks before being replaced. Mr. Cubie mentioned exploring custom cabinetry options for a historical documents room, potentially replacing current filing cabinets with locked cabinets. The group also discussed the possibility of implementing interactive robots in the library, similar to those found in some supermarkets.

Discussion on creating an annual report for the library to include in the township's annual report, which Mr. Cubie agreed to address.

**NEW BUSINESS:** Mr. Cubie and Ms. Mingin discussed several library updates and initiatives. It was confirmed that TV installations are progressing well, with programming work underway to customize the library's smart TV interface. Mr. Cubie suggested organizing a raffle for the old TVs to boost summer reading program participation. They also discussed plans for Independence Day celebrations, including displaying American flags and bunting and potentially creating a display of books related to the 250th anniversary of the United States.

**UNFINISHED BUSINESS:** None

- **Next Board meeting will be Thursday, May 28, 2026**

**ADJOURNMENT:**

Motion: Motion to adjourn general meeting by Ms. Mingin @ 7:47 pm  
Second: Ms. Schwarz  
Action: Approved

Respectfully,

  
Vanessa Patterson, Office Manager

  
Amy Schwarz, Secretary, Board of Trustees