

**MINUTES  
WEST ORANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
March 26, 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 7:05 pm with a quorum of the Board. The following attended the meeting – Marge Mingin by zoom, Sunjana Sridhar, Amy Schwarz, Joyce Soto, Ana Silvia Kitchener, Mayor Susan McCartney, Jessica Gaeta by zoom, Randall Clemens by zoom, David Cubie – Director and Vanessa Patterson – Office Manager

**CITIZEN'S HEARING:** NONE

**MINUTES OF PREVIOUS MEETING:**

Motion: Ms. Mingin moved to approve the minutes for February 2026 meeting  
Second: Ms. Schwarz  
Action: Approved

**FINANCE:** Open discussion – The board accepted the February 2026 finance report and Mr. Cubie presented the annual survey report highlighting the library's value and statistics which includes 247,481 total circulation and 20,207 library cardholders.

Motion: Ms. Mingin moved to approve the budget report for February 2026 and the March 2026 bills  
Second: Mayor McCartney  
Action: Approved

**CORRESPONDENCE AND GIFTS:** Amy Schwarz donation of \$50 for Summer Reading t-shirts. There was a discussion on website issues, including problems with the donate button and the need to better display donation options for specific programs like summer reading t-shirts.

#### **COMMITTEE REPORTS:**

**Finance:** Open discussion – Mr. Cubie reported information on the E-rate funding for Wi-Fi access points, explaining that a \$5,438.20 bill would receive a 60% discount, resulting in a funding commitment request of \$3,262.92.

Discussion on plans to meet with Mayor McCartney and Mr. Clemens in the second week of April to discuss the capital plan, with Mr. Cubie explaining that his decision to delay involving municipal departments until their own capital plan has been developed.

The Director will work with the finance committee to finalize the budget.

**Board Governance:** None

**Buildings and Grounds:** Open discussion – Mayor McCartney spoke about ADA compliance - The board discussed ADA compliance issues at the building and agreed to schedule a separate meeting with Mr. Cubie and Mingin to discuss the capital plan. There was a discussion on several topics including Congresswoman's office hours held at the library location, and the popular AARP tax preparation service that has doubled its hours and volunteer numbers. The group also discussed potential advertising opportunities they would like to have at bus stops and train stations, including supermarkets. Open discussion about Earth Day participation and plans for Girl Scout cookie sales at the library, with agreement reached to implement a troop rotation system for sales in the lobby.

Mr. Cubie and Ms. Mingin discussed ongoing construction issues at the library, including plumbing problems and the need to replace the single-pane windows, which will require careful removal and additional safety precautions

**Strategic Communications:** Open discussion – Ms. Sridhar spoke about the strategic plan and Mr. Cubie also provided updates on the strategic communications plan, noting that the next goal is to post the strategic plan on the website and that the committee will meet next Tuesday to discuss website updates – send website issues to the Director. The board also reviewed results from a program survey conducted at a recent history event, which had a 15% return rate from 72 attendees.

**Personnel & Labor Relations:** None

**Policy:** Open discussion – The board discussed updates to several policies, including room reservations and legal notifications required for new site programs under the Open Public Meetings Act. Mr. Clemens, Mr. Cubie, Ms. Soto and Ms. Gaeta are working on reviewing the room reservation policy before sending it to the attorney.

Mr. Cubie discussed the library's fine policy, explaining that while the library is fine-free, unreturned books after 60-90 days are marked lost and result in replacement charges. He also outlined plans to create a community report showcasing the library's value, which will be physically mailed to all households in West Orange, with an estimated cost of around \$16,000-\$48,000 depending on the final household count. Mr. Cubie shared insights about library usage patterns, noting that while the library serves West Orange residents well, it also attracts patrons from neighboring towns like East Orange and Orange.

By-laws need to be updated.

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

**FRIENDS LIAISON:** Ms. Mingin mentioned that the Friends' group plans to donate funds for a speaker or program related to the 250th celebration.

**DIRECTOR'S REPORT:** Open discussion – Mr. Cubie discussed the survey and gave out handouts.

**NEW BUSINESS:** Mr. Cubie presented the new patron guide featuring updated branding and calendars, noting that Kevin Allen, the Library Associate's graphic design expertise helped implement the new logo.

**UNFINISHED BUSINESS:** None

- **Next Board meeting will be Thursday, April 23, 2026**

**ADJOURNMENT:**

Motion: Motion to adjourn general meeting by Ms. Mingin @ 8:25 pm  
Second: Ms. Kitchener  
Action: Approved

Respectfully,

  
Vanessa Patterson, Office Manager

  
Amy Schwarz, Secretary, Board of Trustees