# MINUTES
# WEST ORANGE PUBLIC LIBRARY
# BOARD OF TRUSTEES
# May 28, 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 7:10 pm with a quorum of the Board. The following attended the meeting – Marge Mingin by zoom, Dana Nugent, Amy Schwarz, Joyce Soto, Sunjana Sridhar, Ana Silvia Kitchener, Mayor Susan McCartney, Jessica Gaeta, David Cubie – Director and Vanessa Patterson – Office Manager

**CITIZEN'S HEARING**: NONE

**MINUTES OF PREVIOUS MEETING**:

Correction for April 2026 minutes – correct BCCLS spelling.

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| Motion: | Ms. Mingin moved to approve the minutes for April 2026 meeting |
| Second: | Ms. Nugent |
| Action: | Approved |

**FINANCE**: Open discussion – Mr. Cubie presented the finance report, showing the library was on target, having spent 29.57% of the annual budget. Ms. Mingin questioned a $506,037 appropriation for the free public library in the township budget, which Mr. Cubie explained was likely due to new assessments from a recent revaluation that increased the town's contribution from $2 million to $3 million.

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| Motion: | Ms. Mingin moved to approve the budget report for April 2026 and the May 2026 bills |
| Second: | Ms. Nugent |
| Action: | Approved |

**CORRESPONDENCE AND GIFTS**: NONE

**COMMITTEE REPORTS**:

**Finance**: Open discussion – committee to meet after the board meeting - to review the finalized budget and to adjust fund allocations. Anticipate budget approval in June. Investment account needs a few more details to be worked out but the account is setup.

**Board Governance:** None

**Buildings and Grounds**: Open discussion – Updates that the new monument sign has been installed and set up for photo sensitivity. The new technology system in the library was completed with staff receiving training on its use. Also, Mr. Cubie provided updates for the ongoing heating and cooling issues in the library, particularly in the teens area, which Mr. Cubie attributed to window problems that should have been addressed during construction. Remain out of ADA compliance. There is no book drop outside.

**Strategic Communications**: Open discussion – The strategic communication committee reported receiving approximately 150 responses to their community survey, with Ms. Sridhar noting the need for more outreach and discussing potential improvements to museum passes, seed library marketing, and Library of Things programs. Mr. Cubie discussed plans to enhance the library's services, including installing hanging systems in study rooms for mini exhibits and improving marketing for the seed library. He noted the need to expand museum pass availability and address issues with the current system, while also considering the potential implementation of a Library of Things program. The group discussed the importance of early childhood literacy and maker spaces and agreed on the need for ongoing marketing efforts to promote existing programs. Ms. Mingin and Mr. Cubie also addressed the distribution of a patron survey, with plans to share it on social media and other platforms to gather community feedback.

**Personnel & Labor Relations**: The committee is scheduled to meet next Wednesday afternoon.

**Policy**: Open discussion – Mr. Cubie and Ms. Mingin discussed the development of a community room policy, focusing on balancing accessibility, safety, and compliance with constitutional rights. They highlighted the need for clear guidelines regarding the use of the lobby area, especially concerning campaigning and events that could obstruct access or violate fire safety regulations. Mr. Cubie mentioned specific challenges encountered, such as managing municipal events in shared spaces, and emphasized the importance of having a comprehensive yet readable policy to support staff in enforcing rules effectively. Next steps include reviewing feedback on the policy draft, seeking legal clarification on First Amendment implications, and finalizing the policy to address these concerns.

**WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT:** The fund is restarting. The by-laws need to be updated and information is being gathered.

**FRIENDS LIAISON**: Open discussion – donation received from the Friends for summer reading - $750

**DIRECTOR'S REPORT**: Open discussion – Architect is being consulted for custom cabinetry. Two part-time librarians are on staff now. Website should be updated with staff photos and languages spoken. Discussion of Summer kick-off date and school event dates for the future.

**NEW BUSINESS**: None

**UNFINISHED BUSINESS**: None

- **Next Board meeting will be Thursday, June 25, 2026**

**ADJOURNMENT**:

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| Motion: | Motion to adjourn general meeting by Ms. Mingin @ 8:38 pm |
| Second: | Ms. Kitchener |
| Action: | Approved |

Respectfully,

Vanessa Patterson

Vanessa Patterson, Office Manager

Amy Schwarz, Secretary, Board of Trustees