

**MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
December 4, 2025**

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 2025 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 and were emailed to the Township Clerk.

OATH OF OFFICE: NONE

ROLL CALL:

Meeting called to order at 7:03 pm with a quorum of the Board. The following attended the meeting – Marge Mingin via Zoom, Sunjana Sridhar via Zoom, Amy Schwarz, Dana Nugent, Jessica Gaeta, Randall Clemens via Zoom, David Cubie – Director and Vanessa Patterson – Office Manager

CITIZEN'S HEARING: NONE

MINUTES OF PREVIOUS MEETING:

Motion: Ms. Nugent moved to approve the minutes for October 2025 meeting

Second: Ms. Gaeta

Action: Approved

FINANCE: Open discussion - Mr. Cubie spoke about budget and expenses.

Motion: Ms. Mingin moved to approve the budget report for November 2025 and the November 2025 bills

Second: Ms. Nugent

Action: Approved

CORRESPONDENCE AND GIFTS: NONE

COMMITTEE REPORTS:

Finance: Open discussion – Mr. Cubie discussed preparation of resolution to move \$2.75 million to capital reserves account and to proceed with an investment plan through Hennion & Walsh – prepare outline of projects to use with the money

Motion: Ms. Nugent motioned to transfer \$2.75 million into Capital Reserves account

Second: Ms. Schwarz

Action: Approved

Motion: Ms. Nugent motioned to move money to Hennion & Walsh

Second: Ms. Schwarz

Action: Approved

Board Governance: NONE

Buildings and Grounds: Open discussion – sidewalks & signage. Mr. Cubie showed drafts of the proposed signs.

Strategic Communications: Open discussion – Ms. Sridhar spoke about survey that is scheduled to go out to the public.

Technology: Open discussion – Timeline for new website – launch date has not been determined yet – board will review at the end of December.

Personnel & Labor Relations: Open discussion – there will be a meeting scheduled.

Policy: Open discussion – Mr. Clemens spoke about policies that need to be updated (Room & Social Media) – meeting will be setup to review policies.

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT: NONE

FRIENDS LIAISON: Open discussion – Book sale happening on December 5th – 7th.

DIRECTOR'S REPORT: Open discussion – Mr. Cubie will be meeting with Mayor Susan McCartney and Pete Smelraldo on December 18th

NEW BUSINESS: Open discussion

Motion: Motion to approve Holidays and Closings for 2026 by Ms. Mingin
Second: Ms. Nugent
Action: Approved

UNFINISHED BUSINESS: Open discussion – parking lot spots

- **Next Board meeting will be Thursday, January 22nd, 2026**

ADJOURNMENT:

Motion: Motion to adjourn general meeting by Ms. Schwarz @ 7:48 pm
Second: Ms. Gaeta
Action: Approved

Motion: Motion to go into Executive session by Ms. Nugent @ 7:49 pm
Second: Ms. Schwarz
Action: Approved

Motion: Motion to end Executive session by Ms. Schwarz @ 8:20 pm
Second: Ms. Nugent
Action: Approved

Motion: Motion to adjourn general meeting by Ms. Mingin @ 8:27 pm
Second: Ms. Sridhar
Action: Approved

Respectfully,


Vanessa Patterson, Office Manager


Amy Schwarz, Secretary, Board of Trustees