

**MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
February 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 and were emailed to the Township Clerk.

OATH OF OFFICE: None

ROLL CALL:

Meeting called to order at 7:07 pm with a quorum of the Board. The following attended the meeting by zoom – Marge Mingin, Amy Schwarz, Dana Nugent, Joyce Soto, Ana Silvia Kitchener, Jessica Gaeta, Randall Clemens, 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 January 2026 meeting
Second: Ms. Schwarz
Action: Approved

FINANCE: Open discussion – The board accepted the January 2026 finance report and discussed plans to renovate the community rooms' AV and technology. Mr. Cubie confirmed that the library is in good financial shape and there are available funds for capital projects. Mr. Cubie explained that several pieces of furniture are being purchased through state contractors, while a sensory board and other equipment would require separate funding since they aren't covered by state contracts. The board discussed the use of capital funds for these purchases. Ms. Gaeta offered to provide guidance on scholarship opportunities through the West Orange Scholarship Fund if the library wishes to pursue such programs.

Motion: Ms. Mingin moved to approve the budget report for January 2026 and the February 2026 bills
Second: Ms. Kitchener
Action: Approved

CORRESPONDENCE AND GIFTS: None

COMMITTEE REPORTS:

Finance: Open discussion – Mr. Cubie explained that Ms. Patterson and Ms. Nugent are working on closing all the PNC accounts and have set up the Wells Fargo banking. There have been no questions from PNC about the changes.

Board Governance: None

Buildings and Grounds: Open discussion – discussion on several infrastructure and maintenance issues, including the need for an electronic sign with information and where to fund for these expenses. Addressed concerns about ADA compliance at the library, noting that the town would need to take responsibility for improvements as the property isn't owned by the library. Mr. Cubie mentioned ongoing issues with sidewalk clearing and safety concerns around the library area, particularly during recent snowstorms. Mr. Cubie reported progress on the JCT project, and that the contractor is hoping to complete the work before summer reading, but with a finish date no later than October 1st. The monument sign permits were approved and it is hoped to be installed in March.

Strategic Communications: Open discussion – Website development issues, with Ms. Gaeta and Ms. Schwarz mentioning functionality problems on mobile devices and expressing the need for improvements beyond the current version. Mr. Cubie agreed to have a conversation with the web developer and suggested forming a working group to meet in two weeks to include Ms. Sridhar, Ms. Gaeta, Ms. Castro – Asst. Director and Mr. Allen – Library Associate. Ms. Kitchener proposed examining the New York Public Library's website as an example of desired features. Website updates - Mr. Cubie is working with Sam Cohen, the web developer, to review board comments and determine which changes are within the agreed cost scope. The board agreed that the focus is on making the website more aesthetically pleasing while maintaining functionality, rather than making radical changes. Ms. Schwarz emphasized the importance of making the website user-friendly and accessible on all platforms, including laptops, iPhones, and Android devices. The team plans to review and edit the Google Docs policy document as a group before presenting it for review.

Personnel & Labor Relations: None

Policy: Open discussion – Committee met about room reservation policy, work is ongoing on this topic.

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT: None

FRIENDS LIAISON: None

DIRECTOR'S REPORT: Open discussion – The board discussed several key topics including changes to Board of Trustees meeting dates 2027, which require following specific bylaws procedures. The board addressed ongoing heating and cooling issues in the library, which were traced back to not replacing windows during construction. Reviewed professional development requirements, with each board member needing to complete 3 hours by March 15th. The conversation ended with a reminder about submitting professional development webinar information to Mr. Cubie and to include Ms. Patterson to help track progress for annual survey required by Per Capita Aid Law.

NEW BUSINESS: None

UNFINISHED BUSINESS: None

- **Next Board meeting will be Thursday, March 26, 2026**

ADJOURNMENT:

Motion: Motion to adjourn general meeting by Ms. Mingin @ 8:10 pm
Second: Ms. Gaeta
Action: Approved

Respectfully,


Vanessa Patterson, Office Manager


Amy Schwarz, Secretary, Board of Trustees