

**MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
January 22, 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:

Ms. Mingin swore in and renewed the Oath of Office – reappointment of the following board members for the next 5 years.

- Dana Nugent
- Amy Schwarz
- Jessica Gaeta

ROLL CALL:

Meeting called to order at 7:05 pm with a quorum of the Board. The following attended the meeting – Marge Mingin via Zoom, Sunjana Sridhar via Zoom, Amy Schwarz via Zoom, Dana Nugent via Zoom, Joyce Soto, Ana Silvia Kitchener, Jessica Gaeta, Randall Clemens, Mayor Susan McCartney (8:15 pm), 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 December 2025 meeting
Second: Ms. Schwarz
Action: Approved

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

Motion: Ms. Mingin moved to approve the budget report for December 2025 and the January 2025 bills
Second: Ms. Kitchener
Action: Approved

CORRESPONDENCE AND GIFTS: Mr. Cubie read donations to library - \$250 Anonymous, \$250 for Travel books (Mr. Ritzer) and \$507.04 from Better World books

COMMITTEE REPORTS:

Finance: Open discussion – discussion about the outstanding items for the library (ramps, railings and sidewalk) Ms. Mingin will draft a statement for members attending the Town Council meeting.

Board Governance:

Motion: Ms. Mingin moved to approve 4 new officers for Ms. Mingin, Ms. Schwarz, Ms. Sridhar and Ms. Nugent
Second: Mr. Clemons
Action: Approved

Buildings and Grounds: Open discussion – ADA Compliance Railing, Township responsibility, including railing, path, portions of sidewalk one more handicap spot. Board discussed getting independent quotes – estimates are needed. Also, discussed monument sign timeline.

Strategic Communications: Open discussion – Ms. Sridhar and Mr. Cubie need to meet to discuss the final stages for the survey.

Personnel & Labor Relations: Open discussion

Policy: Open discussion – Mr. Clemens will schedule a meeting to review policies and fees for using the library space.

Technology: Open discussion – Ms. Mingin spoke about the changes needed in Technology for the community rooms – the upgrades will cost about \$250k and Mr. Cubie has been in contact with Marissa Ferrara at Johnston Controls. Discussion of timeline for equipment – approximately 4 weeks and timeline for website.

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT: NONE

FRIENDS LIAISON: Open discussion – Ms. Mingin discussed the success of the book sale.

DIRECTOR'S REPORT: Open discussion – Mr. Cubie also spoke about BCCLS Consortium meetings and the meeting date conflicts with the board meetings. The library will be hosting the September 24th meeting.

NEW BUSINESS: Open discussion

Motion: Ms. Mingin moved to approve motion for new attorney office for Douglas S. Zucker, Esq. (Hatfield Schwartz Law Group LLC)

Second: Ms. Schwartz

Action: Approved

Motion: Ms. Mingin moved to approve the Investment policy

Second: Ms. Kitchener

Action: Approved

Motion: Ms. Mingin moved to approve the Depository Bank (Hennion & Walsh)

Second: Ms. Gaeta

Action: Approved

UNFINISHED BUSINESS: None

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

ADJOURNMENT:

Motion: Motion to adjourn general meeting by Ms. Mingin @ 8:51 pm

Second: Mr. Clemons

Action: Approved

Motion: Motion to go into Executive session by Ms. Mingin @ 8:52 pm

Second: Ms. Gaeta

Action: Approved

Motion: Motion to end Executive session by Ms. Nugent @ 9:36 pm

Second: Mr. Clemons

Action: Approved

Respectfully,



Vanessa Patterson, Office Manager


Amy Schwarz, Secretary, Board of Trustees