

**MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
March 27, 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 2024 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 to the "West Orange Chronicle", the second newspaper, and were emailed to the Township Clerk.

OATH OF OFFICE:

Randall Clemens and Ana Silvia Kitchener were sworn in by Mayor Susan McCartney

ROLL CALL:

Meeting called to order at 7:03 pm with a quorum of the Board. The following attended the meeting - Marge Mingin, Lisa Touzeau, Amy Schwarz, Dana Nugent, Mayor Susan McCartney via zoom, David Cubie - Director, Vanessa Patterson - Administration

CITIZEN'S HEARING: None

MINUTES OF PREVIOUS MEETING:

Motion: Ms. Mingin moved to approve the minutes for February 2025 meeting
Second: Mayor McCartney
Action: Approved

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

Motion: Ms. Mingin moved to approve the budget report for February 2025 and the March 2025 bills
Second: Mayor McCartney
Action: Approved

CORRESPONDENCE AND GIFTS: None

COMMITTEE REPORTS:

Finance: Open discussion - Mr. Cubie to set up meeting with Ms. Nugent to discuss new banking options.

Board Governance: Open discussion

Buildings and Grounds: Open discussion on building issues that need completion. Also, board will be looking for sponsors to make donations for specific items needed in the library – Ms. Mingin mentioned that the Friends are willing to donate for different items.

Motion: Ms. Mingin moved to accept expense budget of \$25,000 with Library to handle payments for book drop enlargement, fire strobes, patron counters for the Community Room and handicap push bars for the front doors – payments are not to exceed \$25K in total – anything over this amount would require a meeting of the board.

Second: Ms. Touzeau

Action: Approved

Strategic Communications: None

Technology: Open discussion

Personnel & Labor Relations: None

Policy: None

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT: NONE

FRIENDS LIAISON: Open discussion – Friends will be having their annual get together on May 1st or 2nd and the book sale will be on May 3rd & 4th.

DIRECTOR'S REPORT: Open discussion – Mr. Cubie spoke about the staff completing CPR training, issue with the cooling unit for the IT closet and the status of the Town budget for 2025.

NEW BUSINESS:

Open discussion – Ms. Mingin distributed draft listing of the Committee Chairs listing – this will be discussed more in next board meeting. Also, a meeting will be setup for new board members to discuss their responsibilities.

UNFINISHED BUSINESS: NONE

- **Next Board meeting will be Thursday, April 24th**

ADJOURNMENT:

Motion: Motion to adjourn general meeting by Ms. Mingin @ 8:51 pm
Second: Ms. Touzeau
Action: Approved

Respectfully,



Vanessa Patterson, Administrative Assistant



Amy Schwarz, Secretary, Board of Trustees