

**MINUTES
WEST ORANGE PUBLIC LIBRARY
BOARD OF TRUSTEES
May 22, 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 7:00 pm with a quorum of the Board. The following attended the meeting - Marge Mingin via Zoom, Amy Schwarz, Sunjana Sridhar, Dana Nugent, Mayor Susan McCartney via Zoom, Randall Clemens, Ana Kitchener via Zoom, Jessica Gaeta, 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 April 2025 meeting
Second: Ms. Schwarz
Action: Approved

FINANCE: Open discussion - Mr. Cubie spoke about budget, expenses & invoices for the staff bathroom.

Motion: Ms. Mingin moved to approve the budget report for April 2025 and the May 2025 bills
Second: Ms. Nugent
Action: Approved

CORRESPONDENCE AND GIFTS: Mr. Cubie read donations from Ely Duran - \$30, Freida Watson - \$100, Miriam Frolow - \$36 and Laura Van Dyke - \$100. Ms. Kitchener mentioned that she has donated to the Friends of the Library and her company will be matching it.

COMMITTEE REPORTS:

Finance: Open discussion - Ms. Nugent and Mr. Cubie spoke on setting up a formal capital plan with Wells Fargo Bank for the library.

Board Governance: NONE

Buildings and Grounds:

Open discussion – Town Council meeting and Phase II issues. Mr. Cubie to follow up on staff bathroom repair, communication sounds coming from the elevator and circulation desk swinging door issues.

Strategic Communications: Open discussion – Ms. Sridhar mentioned that survey had been sent out to staff members.

Technology: Open discussion

Personnel & Labor Relations: NONE

Policy: Open discussion – a meeting is needed to develop and update policies. Per discussion with attorney, the library can charge for equipment rentals and staff time.

WEST ORANGE PUBLIC LIBRARY FOUNDATION FUND, INC REPORT: Open discussion – questions on members of Foundation and how to handle funds.

FRIENDS LIAISON: NONE

DIRECTOR'S REPORT: Open discussion – Mr. Cubie mentioned that Reading Rainbow will be filming in the children's area for one of their episodes.

NEW BUSINESS: NONE

UNFINISHED BUSINESS: NONE

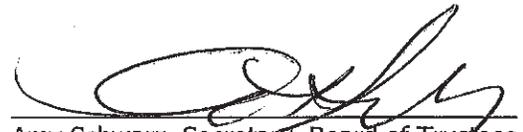
- **Next Board meeting will be Thursday, June 26th**

ADJOURNMENT:

Motion: Motion to adjourn general meeting by Ms. Mingin @ 8:16 pm
Second: Ms. Gaeta
Action: Approved

Respectfully,


Vanessa Patterson, Administrative Assistant


Amy Schwarz, Secretary, Board of Trustees