

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the  
PEMBER LIBRARY AND MUSEUM

August 21, 2014

The regular meeting of the Board of Trustees of the Pember Library and Museum was held on Thursday, August 21, 2014, at the Pember building on West Main Street, Granville, NY.

The meeting was called to order by the President of the Board, Mary King, at 6:05 PM. The following Board members, constituting a quorum, were present: Mary King (President); Mary- Ann Cary (Vice President); Jerry McKinney (Secretary); Robert Tatko (Treasurer); Charles King; Rob McGuire. The following members were absent: Cindy Boone; Mary Silich; Mario Torres.

The following members of the staff were present: Bernadette Hoffman (Museum Educator); Donna Henry & Mary Emery (Library staff). Ardyce Bressett, Library Director, was on vacation.

The following members of the public were present: George Demas; Ron Duell; George Henry; Gigi Ziegler.

The agenda was adopted.

The minutes of the previous meeting (July 17, 2014) were approved.

The Pember Library Board Report, prepared by Ardyce Bressett (Library Director) was distributed. The Museum Board Report, prepared by Bernadette Hoffman (Museum Educator), was presented. [Both reports are attached to these minutes.]

→A motion was adopted to have the Museum open on September 1, 2014, from 10:00 AM until 3:00 PM in honor of Martha, the last passenger pigeon.

→A motion was adopted to establish a work/study position in coordination with Granville Central School. The position would entail one hour of work each day for three days.

The Treasurer's Report was presented by Trustee Robert Tatko:

1. INSURANCE REPORT: The Pember and the Village have coordinated, cooperated and negotiated on the insurance premium. The Village paid for the collection and the exterior and the Pember paid for the interior. The Village has raised the question how was the value of the collection determined. Northern Insuring/Chubb have a set value for the collection but no one seems to have a record of how the value was determined. The premium needs to be examined 3 months in front of the July deadline for competitive bidding.

2. NYSERDA AUDIT / ELECTRIC REPORT: The lights above the existing bookcases are T-12 bulbs with magnetic starters. These are out dated and expensive to run. There is a proposal by NYSERDA's agent NYSEG to install T-8 bulbs saving \$442.00/year. The cost to install those T-8s are \$2,160.00. It is also proposed to examine replacing the entire fluorescent bulbs with new museum quality track lighting for a cost of \$1,600.00. We are studying the watt totals and resultant lumens of the existing and comparing it to the new track lighting lumens. The goal is to be equal to or better than existing while saving on new track lighting and installation. More details need to be generated before a determination can be done.

3. FURNACE REPORT: The existing furnace is about 38-42 years old and everything is outdated. The pipes are not wrapped in all areas and the steam vents on the radiators do not all seem to be working. A grant is available from SALS submission due date is 9-5-2014.

→A motion was adopted to pay \$350.00 to wrap the steam pipes.

4. INVESTMENT REPORT: The Capital Campaign \$167K has been transferred to Merrill Lynch, Boston for investment into high grade, large cap, dividend producing companies and 20% into a Eaton Vance Bond fund for balance.

5. SPECIAL PROJECT: Mrs. Phyllis Miller has offered to fund a special project. Those detailed for her consideration are wrapping the pipes (materials - \$400), repairing the front steps (\$450.00 material and labor), repairing carpet entrance space with new carpet/metal surround (\$510.00 material and labor).

6. RECOGNITION: Ron Duell awarded the Pember recognition award for categorizing the entire collection.

7. SPECIAL THANKS: Special thanks was expressed to Donna Henry and Mary Emory for their work during Ardyce Bressett's recent absence.

8. ANNUAL REPORT: June 01, 2013 to May 31, 2014 handed to finance committee members J. McKinney and G. Henry. [The report is attached to these minutes.]

9. FINANCIAL REPORT: The Financial Report was presented. [The Financial Report is attached to these minutes.]

→A motion was adopted to pay the regular bills of the Library and Museum.

The following reports were received and actions taken by the Board:

(a) Budget & Finance Committee (see Treasurer's Report)

(b) Fundraising Committee—no report

- (c) Buildings & Grounds Committee: (1) The Eagle Project being done by Scott Bogart is proceeding. In over 80 hours of work, Scott has put a new sign in the sign box; repaired trail markers; repaired the float bridge; put in a new bridge; and re-claimed the trail system. **Many thanks to Scott for his great work!** (2) There is on-going discussion of a possible donation of property.

→ A motion was adopted to pay \$500.00 to Dave Nelson for maintenance work at the Hebron Preserve.

(d) Personnel Committee: no report

(e) Museum Committee: no report

(f) Library Committee: no report

(g) Policy & By-Laws Committee: no report

The following announcements were made:

1. Donna Henry was recognized for receiving an award from the Garden Club for the grounds of the Pember. **Thanks, Donna!**
2. There will be three artists and one musician for the Fall Kick-Off of First Friday (September 5<sup>th</sup>).
3. A shuttle service will be provided from the Chamber Car Show to the museums every half-hour from 11:00 AM until 2:00 PM. The date of the Car Show is September 28<sup>th</sup>. Volunteers are needed at the Pember.
4. A reception for new teachers in the Granville & surrounding schools is being planned in conjunction with the Slate Valley Museum for the end of September or the first of October.

Board President Mary King announced that she had received a letter of resignation from Board member Mary Silitch.

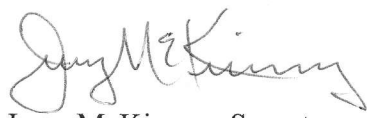
→ A motion was adopted to accept the resignation of Mary Silitch from the Board.

The following comments were made during the Public Forum:

1. Could a map of Mr. Pembers travels be displayed?
2. Posters will be made and posted for the upcoming Passenger Pigeon display. Thanks to Gigi Ziegler for her work on this.
3. Bidding on the ramp will go out in September.

The Board voted to adjourn at 7:10 PM.

Respectfully submitted,

  
Jerry McKinney, Secretary

## July 2014 Pember Library Board Report

### July Library Bills

6121 SALS japroject \$310.18	5290 Staples \$83.78
6040 SALS Computer Purchase Program \$20.04	5290 Demco \$50.07
5305 Baker & Taylor (audios / Tenney funds) \$183.03	5205 Linda Newman (summer reading) \$134.65
5301 Baker & Taylor (reimbursed by Friends) \$238.88	Ardyce Bresett (reimburse for 5303 videos from
5304 Gale/Cengage Learning (WCHAW grant) \$23.39	Amazon/6300paper products) \$151.89
5304 Center Point (WCHAW grant) \$170.76	

Total Library Bills ~July \$ 1366.67

6301 Mailings made Easy \$31.27  
6260 Cornerstone \$103.48  
6160 American Hardware \$29.99  
6280 NYSEG \$1012.78  
5340 Doyle Security \$126.00  
6240 Jenkins Bethel Beecher (for check printing) \$139.10  
6020 Chubb (includes village payment \$3418) \$5897.54  
Pd. 6200 George Henry (copier) \$52.81

Total July Institution Bills: \$3974.97

**Total Bills: \$ 5341.64**

### July Programs:

July 5: Ice Cream Social /fundraiser  
July 5: Summer Reading 7 Children, 5 adults  
July 12: Summer Reading 9 Children, 9 adults

July 19: Summer Reading 12 Children, 7 adults

### July Statistics:

Fines paid: \$144.58  
Circulation: 2243  
Holds filled: 395  
New Patrons: 27

Total patrons transacting: 408  
Total Items Added: 101  
Total Items Added (includes eBooks): 101  
Novelist Plus: 270 searches

### Network summary:

Distinct clients: 446 (Daily average: 39)  
Data transferred: 135.32 GB

### Library Happenings:

Pennies for Pember is up to \$2185.01.

We are hoping to work with the Slate Museum for December's First Friday. They have "Festival of Trees." We would do something like "Festival of Wreaths."

### Upcoming programs

Quilling August 7 & 21  
Judy Buswick author talk – part of Slate as Muse, September 21  
Friends' Spaghetti Dinner fundraiser at Bernardo's October 20  
American Red Cross "Prepare, Respond, Recover: What to do When Disaster Strikes" October 21  
Friends' Chocolate Lovers' Contest February 13

  
Ardycce Bresett

August 21, 2014

**Museum Board Report**  
as of 8/18/2014

Prepared by Bernadette Hoffman, Museum Educator

**Programs**

**Nature Day Camp** at the HNP was cancelled due to lack of registrants.

**After-school programs** start on Wednesday, September 10 (3:30-4:30pm) and continue bi-weekly through December 17.

**Attendance & Program Summary**

Year to date (8/9/14):

Walk-in Attendance – 1458 (Adults 789, Youth 669)

Other Attendance – 1661 (museum, loan kits & offsite programs)

Programs – 48 (museum, loan kits & offsite programs)

Historical Annual Averages: (Averages over a period of 6 years)

Walk-in Attendance – 2845

Other Attendance – 2492

Programs – 82

**Deposits (7/11 - 8/09)**

Donation Box - \$116.50

Gift Shop - \$126

Programs - \$175

**Business**

I would like to have the museum open on Monday, September 1 from 10:00am to 3:00pm in honor of Martha, the last passenger pigeon who passed 100 years ago. It ties in with our Passenger Pigeon special exhibit. The library will not be open and we will need to rope off the area. Should we have a volunteer downstairs to greet museum visitors and inform of the library closing? I believe in our press release we stated we would be open without realizing it's Labor Day.