

MINUTES of the REGULAR MEETING of the
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM
October 21, 2021

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on October 21, 2021, at the Pember Building, located on West Main Street in Granville, NY.

The meeting was called to order by President Mary King at 6:02 p.m. The following Trustees, constituting a quorum, were present: Mary King (President); Murray McHugh (Vice President); Jerry McKinney (Secretary); Robert Tatko (Treasurer); George Demas; Nancy Labate Bixby; Maria Hyatt; Rob McGuire. Trustee Gigi Zeitler was excused.

The following staff members were present: Bernadette Hoffman (Museum Educator); Kristen DeSantis (Library staff).

The representative from the Village of Granville Board of Trustees, Dan Brown, was not present.

There were no members of the public present.

The agenda was adopted.

The minutes of the regular meeting held on September 16, 2021, were approved.

The **Financial Report**, prepared by Treasurer Robert Tatko, was received.

>All accounts are in good order. The Pember has no debt.

>Payment for the insurance has been received from the Village of Granville.

➔**The Board acted to authorize the Treasurer to pay all Library & Museum bills through November, 2021.**

The **Library Report**, prepared by Kristen DeSantis, was received and discussed. [*Report attached.*]

The **Museum Report**, prepared by Museum Educator Bernadette Hoffman, was received and discussed. [*Report attached.*]

➔**The Board acted to approve the Eagle Project, proposed by Colin O'Brien, to clean up and film the trails at the Nature Preserve.** The project will begin in Spring, 2022, and will be completed by July, 2022.

The **Liaison Report** was made by Murray McHugh and Nancy Bixby, Pember liasons to the Village Board.

>A check for \$18, 500 was received from the Village of Granville.

>The deterioration of the front steps will be addressed when the parking lot is paved.

>The weep holes in the elevator tower will be addressed.

The report of the **Standing Committees** (*names in italics are members of the public*):

- a. Finance and Fundraising (George Demas, Rob McGuire, Bob Tatko)
 - >The yearly fundraising letter is being prepared for distribution. Thanks was expressed to Trustees Tatko and McGuire for there work on this.
 - >Fundraising ideas were discussed. A coin drop in 2022 and working MWA Bingo were good possibilities.
- b. Building and Grounds (George Demas, Bob Tatko, *Charlie King*)
 - >Trustee Tatko will no longer be managing the operations of the Carriage House as of November 1, 2021. He will provide a list of the tasks that need to be handled. Trustee Demas agreed to be the temporary manager. Thanks was expressed to Trustee Tatko for his faithful service in this regard.
- c. Policies and Personnel (Mary King, Jerry McKinney)
 - >The Board will hold a workshop to discuss finances and personnel needs on November 4, 2021, beginning at 6:00 pm, at the Pember building.
- d. Library (Maria Hyatt, Mary King)
- e. Museum (Nancy Labate Bixby, Murray McHugh)
- f. Events and Public Relations (Gigi Zeitler, Rob McGuire)

Old Business:

→The contract with the Town of Granville is still being negotiated.

New Business:

Public Comment: There were no public comments.

The meeting was adjourned at 7:49 p.m.

The next regular meeting of the Board will be held on Thursday, November 18, 2021, at 6:00 pm.

Respectfully submitted,

/s/ *Jerry McKinney*
Secretary