

MINUTES of the REGULAR MEETING of the
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM
September 16, 2021

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on September 16, 2021, at the Pember Building, located on West Main Street in Granville, NY.

The meeting was called to order by President Mary King at 6:06 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; Gigi Zeitler.

The following staff members were present: Bernadette Hoffman (Museum Educator).

The representative from the Village of Granville Board of Trustees, Lisa Ackert, was not present.

There were no members of the public present.

The agenda was adopted.

The minutes of the regular meeting held on August 19, 2021, were approved.

The **Financial Report**, prepared by 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 Pember Library received a construction grant of approximately \$11,200. This amount represents 80% of the estimated cost of repairs to the roof.

→The Board acted to authorize the Treasurer to pay all Library & Museum bills for October, 2021.

There was no **Library Report**.

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

The **Liaison Report** was made by Murray McHugh and Nancy Bixby, Pember liaisons to the Village Board. They reported on the recent Village Board meeting. Thanks was expressed to the Pember Board liaisons for their work on addressing issues of concern. Lisa Ackert, Village Board liaison to the Pember Board, sent a letter by email to the Board. Due to the sensitive nature of the letter's content, the Board decided to discuss it in executive session.

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

- a. Finance and Fundraising (George Demas, Rob McGuire)
- b. Building and Grounds (George Demas, Bob Tatko, *Charlie King*)
 - >No bids for the roof repair have been received by the Village of Granville.
 - >Interior damage to the second floor due to the roof leak needs to be addressed.
 - >Damage to the front porch needs to be addressed.
- c. Policies and Personnel (Mary King, Jerry McKinney)

- d. Library (Maria Hyatt, Mary King)
- e. Museum (Nancy Labate Bixby, Murray McHugh)
- f. Events and Public Relations (Gigi Zeitler, Rob McGuire)

Old Business:

>President King reported that she will be meeting with the School Superintendent regarding programming that can be provided to the School District.

→**The Board acted to authorize the President to sign the contract with the Village of Granville, if the way be clear. Some issues regarding insurance amounts need to be clarified. President King, Vice President McHugh, and Trustee Bixby will review the final version of the contract and send it to the Board for review.**

[Motion made by Trustee Tatko, seconded by Trustee Zeitler]

→**The Board acted to authorize the President to sign the contract with the Town of Granville, if the way be clear. The SALS lawyer is reviewing the contract and will give the review to President King soon. President King, Vice President McHugh, and Trustee Bixby will review the final version of the contract and send it to the Board for review.**

[Motion made by Trustee Zeitler, seconded by Trustee McHugh]

New Business:

The Board acted to go into executive session at 7:27 p.m. The Board returned to regular session at 7:57 p.m.

Public Comment: There were no public comments.

The meeting was adjourned at 7:58 p.m.

The next regular meeting of the Board will be held on Thursday, September 16, 2021, at 6:00 pm.

Respectfully submitted,

/s/ Jerry McKinney
Secretary

To be noted for the record: The Board received the following notice from Mayor Paul Labas on September 17, 2021 at 9:20 a.m.:

After speaking with Trustee Ackert this morning, she has decided to step down as the Village liaison to the Pember. Trustee Dan Brown will be filling the vacancy.

Thank You,
Mayor Labas