

MINUTES of the REGULAR MEETING of the
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM
October 20, 2022

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on October 20, 2022, at the Pember Building, located on West Main Street in Granville, NY.

The meeting was called to order by President Mary King at 6:05 p.m. The following Trustees, constituting a quorum, were present: Mary King (President); Jerry McKinney (Secretary); George Demas; Maria Hyatt; Rob McGuire. The following Trustees were excused: Murray McHugh (Vice President); Nancy Labate Bixby; Gigi Zeitler.

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

The representative from the Village of Granville Board of Trustees, Dan Brown, was excused.

The following members of the public were present: none.

The agenda was adopted.

The minutes of the regular meeting held on September 15, 2022, were approved.

The **Financial Report** was received.

→The Board reviewed the expense report for September, 2022.

→**The Board acted to authorize the Treasurer to pay all Library & Museum bills through November, 2022.**

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

→**The Board acted to extend Library hours: Wednesday 1:00—7:00 pm and Friday 1:00—6:00 pm.**

→**The Board acted to approve the Conflict of Interest Policy.** [*Policy attached.*]

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

There was no **Liaison Report**.

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

- a. Finance and Fundraising (Rob McGuire)
 - >The “Work Force Tech” project is progressing.
- b. Property (George Demas, Maria Hyatt, Gigi Zeitler)
 - >Frequent repairs to the elevator need to be investigated and addressed.
 - ➔**The Board acted to prioritize the removal of an underground tank at the Carriage House.**
- 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)
 - >The Pember will participate in the Village Christmas Celebration on December 2nd.
- g. Hebron Nature Preserve (Murray McHugh, Nancy Bixby)
 - >Cell service at the Preserve was discussed. Emergency 911 access is needed.

Old Business:

>The reception for Ardyce Bressett has been postponed.

>**President King will ask Trustees to suggest names for appointment to the Board to fill the vacancy in the Class of 2025. The Board will discuss possible appointments at the November meeting. An appointment will be made at the December meeting, if the way be clear.**

New Business:

Public Comment: There were no public comments.

The meeting was adjourned at 7:42 p.m.

The next regular meeting of the Board will be held on Thursday, November 17, 2022, at 6:00 pm.

Respectfully submitted,

/s/ *Jerry McKinney*
Secretary