

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
September 21, 2023

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on September 21, 2023, at the Pember Building, located on West Main Street in Granville, NY.

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

The following staff members were present: Kristen DeSantis (Library Director). Bernadette Hoffman (Museum Educator) and Cindy Woodruff (Pember Preserve Naturalist) were 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 meetings held on May 18, 2023; June 15, 2023; and August 17, 2023 were approved.

The **Financial Report** after examination and discussion, was received.

→**The Board acted to authorize the Treasurer to pay all Library & Museum bills through October 2023.**

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 **Pember Nature Preserve Report** shared information about the upcoming Zombie Walk on October 28, 2023. There will be two times for the Walk: 10:30 am and 12:30 pm. Help is needed with set up, program and clean up.

There was no **Liaison Report**.

The **Standing Committees** reported the following for information and action:

- a. **Finance and Fundraising** (Rob McGuire)
  - >It is time for the Annual Appeal letter to go out soon.

- b. **Property** (George Demas, Maria Hyatt, Gigi Zeitler)
  - >The Village crew repaired the sign in front of the Pember.
  - >The Village crew will be repairing some of the windows.
  - >The building alarm system will be checked out.
  - >The bathroom in one of the apartments was repaired at a cost of \$890.
- c. **Policies and Personnel** (Mary King, Jerry McKinney)
  - ➔The Board acted to have the Pember Educator and the Pember Preserve Naturalist attend meetings once each quarter.
- d. Library (Maria Hyatt, Mary King)
- e. Museum (Nancy Labate Bixby, Murray McHugh)
- f. Events and Public Relations (Gigi Zeitler, Rob McGuire)
- g. Pember Nature Preserve (Murray McHugh, Nancy Bixby)
  - >The Committee will be seeking someone to take care of mowing and upkeep of the grounds at the Preserve.

**Old Business:** none.

**New Business:**

- ➔**The Board acted to express its appreciation to the Friends of the Pember for all of their work in support of the Library by providing pizza and wine at their meeting on October 5, 2023.** [Trustee Hyatt will coordinate this.]
- ➔**The Board acted to express its appreciation to members of the Granville DPW for their upkeep and improvement of the Pember building and grounds by providing a plate of goodies on October 5, 2023.** [Trustee Hyatt will coordinate this.]

**Public Comment:** none.

The meeting was adjourned at 6:57 p.m.

The next regular meeting of the Board will be held on Thursday, October 19, 2023, at 6:00 pm.

Respectfully submitted,

*/s/ Jerry McKinney*  
Secretary