

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
November 16, 2023

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on November 15, 2023, at the Pember Building, located on West Main Street in Granville, NY.

The meeting was called to order by President Mary King at 6:04 p.m. The following Trustees, constituting a quorum, were present: Mary King (President); Murray McHugh (Vice President); Jerry McKinney (Secretary); Maria Hyatt (Treasurer); Nancy Labate Bixby; George Demas; Gigi Zeitler. Trustees Rob McGuire and Stephanie Munger were excused.

The following staff members were present: Kristen DeSantis (Library Director) and Bernadette Hoffman (Museum Educator). Cindy Woodruff (Pember Preserve Naturalist) was excused.

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

The following members of the public were present: none.

The agenda was adopted.

The minutes of the regular meeting held on October 19, 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 January 2024.**

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

→ **The Board acted to accept the resignation of Kristen DeSantis, with regret. The Board expressed its thanks to Kristen for the work she has done for the Pember.**

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

→ **The Board acted to approve of the disposal of old doors, windows, etc. which are being stored by the Granville Department of Public Works (DPW).**

There was not a **Pember Nature Preserve Report**.

There was no **Liaison Report**.

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

- a. **Finance and Fundraising** (Maria Hyatt, Murray McHugh, Jerry McKinney)

- b. **Property** (George Demas, Maria Hyatt, Gigi Zeitler)
  - >The carpet in the Museum is in bad shape. We have an estimate of \$15,400 to replace it.
  - >The entryway to the basement needs attention.
- c. **Policies and Personnel** (Mary King, Jerry McKinney; Nancy Labate Bixby)
- d. **Library** (Maria Hyatt, Mary King)
- e. **Museum** (Nancy Labate Bixby, Murray McHugh)
- f. **Events and Public Relations** (Gigi Zeitler)
  - >The Pember will be open for the Tree Lighting event on December 1 from 4:00-8:00 pm. Folks are needed to help host this event.
- g. **Pember Nature Preserve** (Murray McHugh, Nancy Bixby)

**Old Business:** none.

**New Business:**

- ➔ **The Board acted to spend the remainder of the Granville Community Foundation Grant for making Work Force operational, including updating the program.**
- ➔ **The Board acted to accept the resignation of Trustee Rob McGuire as of December 31, 2023. The Board expressed its thanks to Rob for his exemplary service to the Pember.**

**Public Comment:** none.

➔ **The Board acted to cancel the December meeting due to the many holiday conflicts.**

The next regular meeting of the Board will be held on Thursday, January 18, 2024, at 6:00 pm.

The Finance & Fundraising Committee and the Personnel Committee will meet on December 4, 2023, at 5:00 pm.

The meeting was adjourned at 7:27 p.m.

Respectfully submitted,

*/s/ Jerry McKinney*  
Secretary