

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
August 15, 2024

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on August 15, 2024, at the Pember Building, located at 33 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); Murray McHugh (Vice President); Maria Hyatt (Treasurer); Nancy Labate Bixby; Carol Knipes. The following Trustees were excused: Jerry McKinney (Secretary); Stephanie Munger; Gigi Zeitler.

Staff member Bernadette Hoffman (Museum Educator) was present.

The liaison from the Village of Granville Board of Trustees, Heather Leaman, was present.

The agenda was adopted.

The minutes of the regular meeting held on July 18, 2024, were approved.

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

a. **Finance** (Maria Hyatt, Jerry McKinney)

➔ **The Board acted to authorize the Treasurer to pay all Library & Museum bills through August 2024.**

> The Financial Report was discussed and received.

>The Village Board Liaison will clarify the situation regarding fuel payments.

b. **Development** (Mary King, Murray McHugh, Gigi Zeitler)

c. **Property** (Maria Hyatt, Nancy Bixby, Gigi Zeitler)

>There is one vacancy in the Carriage House. A new exhaust fan is needed in the vacant apartment.

d. **Policies and Personnel** (Jerry McKinney, Mary King, Nancy Labate Bixby)

➔ **The Board acted to adopt the position description for the Director of the Pember and to authorize the Policies & Personnel Committee to begin the search for a candidate for the position as soon as practicable.**

e. **Library** (Stephanie Munger, Maria Hyatt, Carol Knipes)

>The **Library Report** was not available. [*No Report attached.*]

>The purchase of a reader/enlarger was discussed.

f. **Museum** (Nancy Labate Bixby, Murray McHugh)

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

>The Museum Educator discussed the need to dispose of a few specimens that are duplicates or not being displayed.

➔The Board acted to change the opening time for the Museum on Tuesdays to 11:30 am in order to accommodate the participants in the Pea Pod program.

g. **Events and Public Relations** (Gigi Zeitler, Stephanie Munger)

>The Summer Arts Festival scheduled for August 17<sup>th</sup> has been cancelled.

>Possible special events were discussed, including a book discussion with Heather Leaman and a program showcasing digital and inter-library loan opportunities.

>The Museum Educator reported that the Granville 250<sup>th</sup> Anniversary will be occur in two years and suggested if the Pember needed to start planning for it.

h. **Pember Nature Preserve** (Murray McHugh, Nancy Bixby, Bernadette Hoffman)

>The **Pember Preserve Report** was not available. [*No Report attached.*]

>Mowing at the Preserve has been stopped for now.

The **Liaison Report** included a discussion of the need for an attic fan to draw out heat during the summer months. The Village Board Liaison will check on it.

**Old Business:** none

**New Business:** none

**Public Comment:** none.

➔The Board acted to go into executive session at 7:25 pm.

➔The Board acted to return to regular session at 7:44 pm.

The next regular meeting of the Board will be held on Thursday, September 19, 2024, at 6:00 pm.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary

[Notes for the meeting were taken by Trustee Knipes.]