

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

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on February 15, 2024, at the Pember Building, located on West Main Street in Granville, NY.

The meeting was called to order by President Mary King at 6:03 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; Stephanie Munger; Gigi Zeitler.

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

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 January 18, 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 March 2024.**

>The grant for the roof repair should be completed by the end of February.

>The necessary paperwork to receive the monies from the ZBGA grant is being worked on.

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

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

>The Museum Educator will be away from February 27 through March 11. Volunteers have been secured to cover her hours.

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

The **Liaison Report** noted that progress is being made on several projects.

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

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

➔The Board acted to set up a separate account for security deposits.

➔The Board acted to hire a part-time person to handle bookkeeping duties.

>The Finance Committee will work on a revised budget for the year.

>The Board is moving forward with the plan to become a school districting library.

- b. **Property** (George Demas, Maria Hyatt, Gigi Zeitler)

>Jim Slater will begin assisting Trustee Demas as a volunteer handyman.

>The Property Committee will work with the Village on cleaning out the basement.

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

➔The Board voted unanimously to make the following revisions to Section XVII of the By Laws, regarding Standing Committees:

Finance: This committee shall have general oversight of the financial affairs of the Board; shall be charged with the responsibility of preparing the annual budget and with the auditing of bills and claims; and, shall report to the Board as to the financial condition of the Corporation from time to time as required by the Board.

Development: This committee shall be responsible for developing and maintaining regular funding sources for the Pember. It will coordinate the development and implementation of capital fundraising projects.

Events & Public Relations: This committee shall propose, plan, and coordinate all special events at the Pember. It will work with other committees to plan and implement regular fundraising activities. This committee shall oversee all public relations on behalf of the Pember.

- d. **Library** (Mary King, Maria Hyatt, Stephanie Munger)

- e. **Museum** (Nancy Labate Bixby, Murray McHugh)

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

>The “Basket of the Month” for February raised \$50. This money will be used as seed money for the next basket.

>A Coffee House event is being planned.

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

>The Committee is working on hiring a new naturalist for the Preserve.

Old Business: none.

New Business: none

Public Comment: none.

The next regular meeting of the Board will be held on Thursday, March 21, 2024, at 6:00 pm.

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*
Secretary