

MINUTES of the REGULAR MEETING of the
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM
January 18, 2024

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on January 18, 2024, at the Pember Building, located on West Main Street in Granville, NY.

The meeting was called to order by President Mary King at 6:01 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 excused.

The following members of the public were present: Robert Tatko.

The agenda was adopted.

The minutes of the regular meeting held on November 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 February 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 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**. [*No Report attached.*]

There was no **Liaison Report**.

The Board finalized assignments for the Standing Committees and selected chairpersons for each (*the chairperson's name is underlined in the list below*). The Standing Committees then met separately.

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)
>Progress is being made on the alarm system.
- c. **Policies and Personnel** (Jerry McKinney, Mary King, Nancy Labate Bixby)
- d. **Library** (Mary King, Maria Hyatt, Stephanie Munger)
- e. **Museum** (Nancy Labate Bixby, Murray McHugh)
- f. **Events and Public Relations** (Gigi Zeitler, Stephanie Munger)
>There will be a “Basket of the Month” with a theme to raise money. Themes and donations are welcome.
- g. **Pember Nature Preserve** (Murray McHugh, Nancy Bixby, Bernadette Hoffman)
>Snow plowing is still needed at the Preserve.

Old Business: none.

New Business:

>There was discussion of the need to fill the vacancy on the Board. The vacancy can be filled by a resident of the Village or Town.

➔**The Board acted to go into executive session at 7:21 p.m.**

➔**The Board acted to return to public session at 7:54 p.m.**

Public Comment: none.

The next regular meeting of the Board will be held on Thursday, February 15, 2024, at 6:00 pm.

The meeting was adjourned at 7:56 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*
Secretary