

MINUTES of the ANNUAL MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
July 18, 2024

The Annual Meeting of the Board of Trustees of the Pember Library & Museum was held on July 18, 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 6:02 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; Carol Knipes; Stephanie Munger; Gigi Zeitler.

Staff member Bernadette Hoffman (Museum Educator) was excused.

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

The following members of the public were present: none.

President King confirmed that the Village Trustees appointed the following Trustees, nominated by the Pember Board, for the Class of 2026-27: Carol Knipes, Murray McHugh, and Gigi Zeitler.

The first order of business was the election of officers for the coming year. The following Trustees were elected unanimously: Mary King—President; Murray McHugh—Vice President; Jerry McKinney—Secretary; Maria Hyatt—Treasurer.

The following Trustees were appointed to the Standing Committees (chairperson underlined):

- a. Finance (Maria Hyatt, Jerry McKinney)
- b. Development (Mary King, Murray McHugh, Gigi Zeitler)
- c. Property (Maria Hyatt, Nancy Bixby, Gigi Zeitler)
- d. Policies & Personnel (Jerry McKinney, Mary King, Nancy Bixby)
- e. Library (Stephanie Munger, Maria Hyatt, Carol Knipes)
- f. Museum (Nancy Labate Bixby, Murray McHugh)
- g. Events & Public Relations (Gigi Zeitler, Stephanie Munger)
- h. Pember Nature Preserve (Murray McHugh, Nancy Labate Bixby, Carol Knipes)

The agenda was adopted.

The minutes of the regular meeting held on June 20, 2024, 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 August 2024.**

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

The **Liaison Report** noted the continuing good relationship with the Village Board.

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

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

>The proposed budget for FY 2024-25 was discussed.

➔ **The Board acted to adopt the budget for FY 2024-25.** [*Budget attached*]

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

>The importance of developing significant sources of financial support was reiterated.

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

>**Griffin Carol has been hired to serve as the Carriage House manager. He is an employee of Schermerhorn Realty Group LLC.**

>All of the light bulbs in the Library have been changed to LEDs.

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

>The Museum Educator will be on vacation from August 27 through September 6. Volunteers will staff the Museum during this time.

>The draft position description for Director of the Pember was discussed. Trustees will send suggested revisions to the Committee.

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

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

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

>REMINDER: There will be a Summer Arts Festival on August 17<sup>th</sup>, from 10:00 am–4:00 pm, at the Little League Park. We are working with Telescope Casual Furniture on this event. We will hold a 50/50 raffle as part of the event.

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

➔ **The Board authorized the Committee to hire a company to maintain the designated areas of the Preserve.**

**Old Business:** none

**New Business:**

➔ **The Board acted to accept the resignation, effective immediately, of Trustee George Demas, with regret. The Board expressed its thanks to Trustee Demas for his dedication and work on behalf of the Pember.**

**Public Comment:** none.

➔ **The Board acted to into executive session at 7:38 pm.** *[Note: Having resigned from the Board, George Demas did not participate in this executive session.]*

➔ **The Board acted to return to regular session at 8:11 pm.**

➔ **The Board acted to instruct the Board's financial advisor, Robert Tatko, to withdraw monies from the Fidelity investment account for deposit in the Pember's operating account; and, to add the name of the Board Treasurer Maria Hyatt to the account by July 26, 2024.** *[President King and Trustee Bixby will be in contact with Mr. Tatko.]*

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

The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary

BUDGET—FY 2024-25  
PEMBER LIBRARY & MUSEUM and PEMBER PRESERVE

INCOME

School Districting Taxes	\$100,000
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Carriage House	\$ 4,576
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Town Contribution	\$ 5,000
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Village Contribution	\$ 10,000
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Grants:	\$ 75,000
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ZBGA	\$ 40,000
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Copper/Beech	\$ 25,000
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SALS LLSA	\$ 1,500
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Aged Women	\$ 6,000
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Stewart's	\$ 2,500
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Contributions	\$ 10,000
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Fundraising	\$ 2,000
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Sales	\$ 2,000
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Memorials	\$ 500
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Miscellaneous	\$ 500
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<b>TOTAL</b>	<b>\$209, 576</b>
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## EXPENSES

Utilities:		\$ 8,500
Electric	\$4,500	
Phone	\$2,500	
Internet	\$1,500	
Fuel		\$ 5,500
Maintenance:		\$ 6,000
Building	\$ 2,000	
Preserve	\$ 4,000	
Insurance:		\$ 7,000
Trustees	\$ 3,000	
Pember Preserve	\$ 4,000	
Supplies:		\$ 6,000
Library	\$ 2,500	
Museum	\$ 2,500	
Preserve	\$ 1,000	
Resources:		\$ 8,000
Library	\$ 5,000	
Museum	\$ 3,000	
Preserve	\$	
Programming:		\$ 5,000
Library	\$ 2,500	
Museum	\$ 2,500	
Preserve	\$	
SALS		\$ 1,500
Staff Expense		\$150,000
Director		
Tax/Retirement		
Museum Educator		
Tax/Retirement		
Associates		
Tax/Retirement		
<b>TOTAL</b>		<b>\$197,500</b>

BUDGET—FY 2024-25

CARRIAGE HOUSE

INCOME

Rent	\$43,000
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<b>TOTAL</b>	<b>\$43,000</b>
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EXPENSES

Utilities	\$ 200
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Fuel	\$ 4,000
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Maintenance	\$ 3,000
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Insurance	\$ 1,700
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Taxes:	\$ 6,220
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Village	\$ 1,200
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School	\$ 1,250
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Water	\$ 1,200
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Sewer	\$ 1,620
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Town	\$ 950
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Management Company	\$ 5000
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<b>TOTAL</b>	<b>\$20,120</b>
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**Net Income: \$22,880**

**Transfer to Pember Library & Museum (20%—proposed): \$4,576**