

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
June 20, 2024

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on June 20, 2024, at the Pember Building, located on West Main Street in Granville, NY.

The meeting was called to order by President Mary King at 6:00 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. Trustee Gigi Zeitler was excused.

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.

The agenda was adopted.

The minutes of the regular meeting held on May 16, 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 July 2024.**

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

>The Glens Falls National Bank presented a program on finances for kids.

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

➔ **The Board acted to purchase a pedestal fan for the Museum.**

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

>C & S (Carter & Sawyer) submitted a bill for \$525 for mowing at the Preserve. The Board agreed to allow the Hebron Preserve Committee to put out bids for another company's services.

The **Liaison Report** noted the continued good work being done by the DPW.

➔ **The Board acted to welcome the new Village Board Liaison, Heather Leaman. The Board members look forward to working with the new liaison.**

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

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

>A draft budget for FY 2024-25 was presented and discussed. The budget will be presented for adoption at the July meeting.

b. **Development** (*members needed*)

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

➔**The Board expressed its thanks to Trustee Demas for his able management of the Carriage House and the Pember Building.**

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

>The Museum Educator has requested vacation time in late August or early September. The Committee will manage her request.

>Volunteers will need to do safety background checks. The Committee will coordinate this.

➔**The Board acted to authorize the Committee to hire a new manager for the Carriage House. At the recommendation of Trustee Bixby, the Committee had a preliminary interview with a candidate.**

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

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

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

>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.

>The Board discussed the possibility of selling book bags and t-shirts to raise money.

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

>The Committee continues to look for someone to do the upkeep on the grounds.

**Old Business:**

**New Business:**

- ➔ **The Board acted to express its thanks to the voters in the Granville School District for approving the requested revenue. A letter of thanks will be sent to the Granville *Sentinel*.**
- ➔ **The Board acted to nominate the following persons to serve as Trustees for the Class of 2026-27, for election by the Village of Granville Board of Trustees: Carol Knipes, Murray McHugh, and Gigi Zeitler.**

**Public Comment:** none.

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

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary