

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
March 21, 2024

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on March 21, 2024, at the Pember Building, located on West Main Street in Granville, NY.

The meeting was called to order by President Mary King at 6:02 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; Stephanie Munger; Gigi Zeitler.

The following staff members were present: none.

The representative from the Village of Granville Board of Trustees, Dan Brown, was present.

The following members of the public were present: Carol Knipes.

The agenda was adopted.

The minutes of the regular meeting held on February 15, 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 April 2024.**

>There was no financial report available.

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 expressed its thanks to the volunteers who covered the Museum hours while Educator Hoffman was away.

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

The **Liaison Report** noted that the changing table had been installed and the basement had been cleaned out.

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

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

>Trustee Hyatt reported that separate accounts for security deposits have been set up.

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

- b. **Development** (*members needed*)
- c. **Property** (George Demas, Maria Hyatt, Gigi Zeitler)
  - >The chimney work is done, and the paperwork has been submitted.
  - >There is a wooden pillar in the basement that needs attention. The Village DPW will address it.
  - >The elevator inspection was completed. There is an issue that needs to be addressed.
- d. **Policies and Personnel** (Jerry McKinney, Mary King, Nancy Labate Bixby)
  - >The Committee interviewed and hired Anastasia Koutraskas to serve as part-time bookkeeper.
- e. **Library** (Mary King, Maria Hyatt, Stephanie Munger)
- f. **Museum** (Nancy Labate Bixby, Murray McHugh)
  - >Trustee McHugh is working on the ZBGA grant monies.
- g. **Events and Public Relations** (Gigi Zeitler, Stephanie Munger)
  - >The “Basket of the Month” for March will be drawn on March 29<sup>th</sup>.
  - >A Coffee House event is being planned.
  - >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.
- h. **Pember Nature Preserve** (Murray McHugh, Nancy Bixby, Bernadette Hoffman)
  - >The Committee is working on hiring a new naturalist for the Preserve.

**Old Business:**

- >Trustees King and McKinney met with the School Board to explain the school districting library. The ballot measure was approved.

**New Business:**

- ➔ **The Board acted to appoint Carol Knipes as a Pember Trustee, to fill the vacancy in the Class of 2024. The vote was unanimous.**

**Public Comment:** none.

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

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary