

MINUTES of the REGULAR MEETING of the
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM
May 16, 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 6:02 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. Trustee Gigi Zeitler was excused.

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 April 18, 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 June 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 fans in the Museum need some attention. The DPW will check them out.

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

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

➔ **The Board acted to express thanks to Dan Brown for his outstanding work as Village Board Liaison.**

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

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

>The Committee is continuing to work on getting the financial records organized. Thanks to Trustee Hyatt and Trustee King for their hard work on this task.

>Thanks to Trustee McHugh and Museum Educator Hoffman for their work on the ZBGA grant monies.

- b. **Development** (*members needed*)
- c. **Property** (George Demas, Maria Hyatt, Gigi Zeitler)
 - >A new property manager is still being sought.
 - >DPW will put in a parking lot drain in the future.
 - >Outside security cameras will be put back up.
 - >There is a drip in the elevator area that needs attention.
- d. **Policies and Personnel** (Jerry McKinney, Mary King, Nancy Labate Bixby)
- e. **Library** (Mary King, Maria Hyatt, Stephanie Munger)
- f. **Museum** (Nancy Labate Bixby, Murray McHugh)
- g. **Events and Public Relations** (Gigi Zeitler, Stephanie Munger)
 - >The “Basket of the Month” will be discontinued.
 - >There will be a Summer Arts Festival on August 17th, from 10:00 am–4:00 pm, at the Little League Park. We are working with Telescope Casual Furniture on this event.
- h. **Pember Preserve** (Murray McHugh, Nancy Bixby, Bernadette Hoffman)
 - >The number of trails will be reduced for the time being.
 - >Bids are coming in for maintenance of the Preserve.
 - ➔**The Board acted to authorize the Committee to hire someone to take care of the Preserve property.**

Old Business:

New Business:

- >Signs will be put up for the upcoming budget vote, and publicity notices will be sent out.
- >The Board will hold a working meeting on June 6th at 6:00 pm to discuss the results of the budget vote.

Public Comment: none.

The next regular meeting of the Board will be held on Thursday, June 20, 2024, at 6:00 pm.

The meeting was adjourned at 7:02 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*
Secretary