

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

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on November 21, 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 6:01 p.m. The following Trustees, constituting a quorum, were present: Mary King (President); Murray McHugh (Vice President); Maria Hyatt (Treasurer); Nancy Labate Bixby; Carol Knipes; Gigi Zeitler. The following trustees were excused: Jerry McKinney (Secretary); Stephanie Munger.

The following staff members were present: John Hess (Pember Director). 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: Annora McGarry-Aldous.

The agenda was adopted.

The minutes of the regular meeting held on October 17, 2024, were approved.

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

Administration

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

➔ **The Board acted to authorize the Treasurer to pay all Library & Museum bills through January 2025.**

> The Financial Report was discussed and received.

>The Pember Director has been issued a debit card (\$500 balance) for necessary purchases.

>The monies from the ZBGA Grant have not been received yet.

>A payment of \$4628.89 toward Bernadette Hoffman's retirement needs to be made by December 1, 2024.

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

>Some 263 Year End Appeal letters were sent out.

>Grants from Stewart's and the Granville Foundation need to be addressed.

>Trustee McHugh will investigate the use of the Sustaining Cultural Heritage Collection Grant for a new HVAC system.

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

>All of the apartments in the Carriage House are rented. The rents are being paid on time. The Schermerhorn management company is working out well.

>Tenants are to call the management company in case they get locked out. The Pember staff will not be responsible for this.

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

Program

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

>The **Library Report**, presented by Pember Director John Hess was discussed and received. [*Report attached.*]

>Training to prevent sexual misconduct is required for Board members annually. This training could take place at 5:00 pm before the next Board meeting.

>The possibility of creating a community advisory committee to recommend book purchases. Any final decision is left to the Library Committee and the Pember Board.

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

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

>The Pember Director and the Museum Educator are continuing to work on selling surplus mounts.

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

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

>The possibility of a spring painting party at the School House was discussed.

➔**The Board acted to approve a \$350 expenditure for the Owl Program on January 25, 2025. This expense will be covered by the ZBGA Grant.**

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

>The welcome reception for John Hess as our new Director was a big success. Thanks to all who helped with the reception.

>The Pember will participate Holiday Tree Lighting on December 7<sup>th</sup>:

--The Friends of the Pember will decorate on November 27<sup>th</sup>.

--There will be a craft table for visitors.

--The Library and Museum will open at 4:00 pm.

--Trustee Zeitler will attend dressed as a teddy bear.

**The Village Liaison Report:**

>The Village is planning the 250<sup>th</sup> year celebration.

The **Report of the Pember Director** was received and discussed. [*Report attached.*]

**Old Business:** none

**New Business:** none

**Public Comment:** none.

The next regular meeting of the Board will be held on Thursday, January 16, 2025, at 6:00 pm.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary

*The notes for this meeting were taken by Trustee Knipes.*