

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
October 17, 2024

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on October 17, 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); Jerry McKinney (Secretary); Maria Hyatt (Treasurer); Carol Knipes; Stephanie Munger. The following trustees were excused: Nancy Labate Bixby; Gigi Zeitler.

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: none.

The agenda was adopted.

The minutes of the regular meeting held on September 19, 2024, were approved.

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

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

➔ **The Board acted to authorize the Treasurer to pay all Library & Museum bills through October 2024.**

> The Financial Report was discussed and received.

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

>Members of the Board will meet on November 7, 2024, at 6:00 pm, to prepare the Year End Appeal Letter.

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

>All of the apartments in the Carriage House are rented.

>The Village DPW took care of the loose slate on the Pember building.

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

➔ **The Board acted to authorize the Board President and the Pember Director to supervise the use of the cameras in the building, including all recordings; and to place signs in appropriate places notifying the public of the use of security cameras.**

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

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

>The walls in the Children's Room will not be painted.

>Three new SALS computers will need to be purchased by October, 2025.

➔**The Board acted to purchase one new SALS computer by November 8, 2024.**

>A Christmas Donation Tree for books and other needed items will be put up.

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

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

>The Museum Educator reported that the additional specimens have been mounted on the walls of the Museum.

>Surplus items will be sold.

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

>There will be a welcome reception for John Hess as our new Director on November 13<sup>th</sup>. The snow date will be November 14<sup>th</sup>.

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

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

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

The **Village Liaison Report**: none

The **Report of the Pember Director** was received and discussed:

>The Pember Director would like to meet with the members of the Library Committee, Museum Committee, and the Preserve Committee to discuss membership recruitment and regular meetings.

>The Director has been making steady progress on the ZBGA grants.

**Old Business**: none

**New Business**: none

**Public Comment:** none.

The next regular meeting of the Board will be held on Thursday, November 20, 2024, at 6:00 pm. The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

*/s/ Jerry McKinney*  
Secretary