

MINUTES of the REGULAR MEETING of the
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM
September 19, 2024

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on September 19, 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); Nancy Labate Bixby; Carol Knipes; Stephanie Munger; Gigi Zeitler.

The following staff members were present: John Hess (Pember Director); Bernadette Hoffman (Museum Educator).

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 August 15, 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.

> A letter will be sent requesting the School Districting Library funds.

> The Treasurer is preparing the financial records to be submitted to Joel Carpenter, the new accountant for the Pember.

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

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

> The vacancy in the Carriage House has been filled. The rent is \$1000 per month.

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

> The parking situation is being clarified with the Village.

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

➔ **The Board acted to hire John Hess as the Director of the Pember, beginning September 16, 2024.**

>The Pember Director will give priority to securing payments from the ZBGA grant.

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

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

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 additional specimens will be mounted on the walls of the Museum.

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

>We will plan an event to welcome John Hess as our new Director. October 22nd is a possible date.

>We will plan for the Pember's participation in the Holiday Tree Lighting and possibly the Tractor Parade.

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

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

>Murray McHugh mowed the trails, and Bernadette Hoffmann did weedwacking.

The Village Liaison Report:

>The Village will cover fuel costs for the Pember.

>The Village will address the issue of some individuals sleeping outside the Pember.

Old Business: none

New Business:

>John Hess and Mary King will address the issue of camera use in the Pember.

Public Comment: none.

The next regular meeting of the Board will be held on Thursday, October 17, 2024, at 6:00 pm.

The meeting was adjourned at 7:48 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*
Secretary