

MINUTES of the REGULAR MEETING of the
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM
January 16, 2025

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on January 16, 2025, 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 trustees were excused: none.

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 November 21, 2024, were approved. There was no meeting in December.

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 February 2025.

> The Financial Report was discussed and received.

>The monies from the ZBGA Grant in the amount of \$89,836.55 have been received.

>A payment of \$4628.89 toward Bernadette Hoffman's retirement has been made.

→The Board approved the expenditure of \$600 for the purchase of new books.

→The Board acted to express its thanks to Treasurer Maria Hyatt for her diligent work in managing the finances of the Pember.

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

>Work is being done to correct the computer issues regarding the financial appeal letter.

>The Committee is working on grants from Stewart's, the Granville Foundation, Arts in Education, and SALS.

>The Sustaining Cultural Heritage Collection Grant deadline has passed.

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

>A letter has been sent to one of the tenants regarding late rent payments.

>Todd Schermerhorn has assumed direct management of the Carriage House.

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

>A conflict of interest policy is needed.

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 will be scheduled for the Board.

>The possibility of creating a community advisory committee to recommend book purchases was discussed. No action was taken.

>The Committee will be working on ways to improve the use of the Work Force program.

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.

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

>The Pember's participation Holiday Tree Lighting on December 7th was a success. Thanks to all who made it possible: the Friends of the Pember for decorating; Maria Hyatt for coordinating the craft table; the Library and Museum staff; and Dancing Bear Gigi Zeitler.

>The Pember will host the launch party for Granville Branding. Trustee Bixby will coordinate the event.

>A dessert sale will be held at the Concert in the Park on July 3, 2025.

The Village Liaison Report: none

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, February 20, 2025, at 6:00 pm.

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*

Secretary

Attached Reports:

Pember Director's Report

Museum Educator's Report

Director's Report for November 20, 2024 -January 16, 2025

Attachments: Library circulation statistics, Museum Educator's report.

Library

Roof Repair Grant: Notification was received that the roof repair grant needed to be completed, so I have been working to supply the required documentation showing we have spent the required amount for matching.

Workforce grant: Kris DeSantis has compiled the documentation and invoices for me to review, which I intend to do after finishing up with the roof repair grant.

The Pember was open during the Granville tree lighting event. Members of the board and staff did crafts downstairs, and the museum had over 130 visitors.

A key storage box has been installed and the keys from the basket have been sorted out and put in the box.

A new deadbolt was installed on the front door by Chet Mead on 1/16/25. The key has been changed to accept the same key currently used on the front door. Three different keys were tried, and some seem to need a certain amount of "fiddling" to work, they all eventually worked. It is hoped that the mechanism will wear in soon and become easier to operate.

The village crew removed an old air conditioner from the attic and the old microfilm reader from the elevator stairwell. A leaky hot water faucet in the handicapped-accessible bathroom was fixed.

Power cords were purchased for the security cameras to eliminate the need to purchase the expensive batteries that they require.

The minimum wage was raised to \$15.50/hour on January 1st. I emailed Paychex with the required changes so the payroll will be accurate.

I couldn't be more pleased with our staff. I feel that we all have been working well together. Their collective knowledge and job skills go far beyond their job descriptions, and as a result has made my job a little easier.

Museum and Nature Preserve

Payment has been received for the ZBGA grants for periods 2 and 3.

Surplus taxidermy mounts: Thomas Hirschak Company of Williston VT will sell the mounts for us for a straight 35% commission, but we have to transport them to Williston. Depending upon vehicle availability and manpower, we may have to make several trips

The nature preserve road sign was taken to Gigi Zeitler for repainting. It was determined that the sign is in poor condition and should be replaced. Gigi is working on reproducing the sign in a digital format so that it can be resized and used for other applications as well as for the sign.

I have installed some clear plastic over the inside of the windows and caulked some cracks at the Porter schoolhouse to help keep the heating costs down.

While looking into the possibility of installing a phone line at the Porter schoolhouse, I found that we are currently paying for five separate phone lines at the Pember. Upon further investigation, all are in use: library, museum, two for the alarm system, and one for the elevator.

Respectfully submitted,

John Hess

