

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
February 20, 2025

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on February 20, 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 6:05 p.m. The following Trustees, constituting a quorum, were present: Mary King (President); Jerry McKinney (Secretary); Maria Hyatt (Treasurer); Nancy Labate Bixby; Carol Knipes; Stephanie Munger. The following trustees were excused: Murray McHugh (Vice President); Gigi Zeitler.

The following staff members were present: none. John Hess (Pember Director) and Bernadette Hoffman (Museum Educator) were 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 January 16, 2025, were approved.

➔ **The Board acted to appoint Annora McGarry Aldous to fill the vacancy in the Class of 2024-25 immediately. The vote was unanimous.**

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 March 2025.**

> The Financial Report was discussed and received.

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

>The Committee is working on grants from the Granville Foundation.

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

>There was an update on the late payment issue.

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

>There was no report.

### Program

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

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

>There will be discussion with the Village Board concerning Training sexual misconduct prevention training.

➔**The Board acted to approve the use of a portion of the Stewart's Grant for children and youth programming.**

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

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

>Purchase of a mini-split for the Schoolhouse was discussed. Dean Hyatt has volunteered to install one if it is purchased.

➔**The Board acted to express its thanks to Connor Hoagland for his generous gift of snow plowing at the Preserve.**

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

>Reminder: 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

➔**The Board acted to go into executive session at 7:10 pm to discuss a personnel issue.**

➔**The Board acted to return to regular session at 7:33 pm.**

**Public Comment:** none.

The next regular meeting of the Board will be held on Thursday, March 20, 2025, at 6:00 pm.

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary

Attached Reports:

Pember Director's Report

Museum Educator's Report