

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

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on March 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 6:02 p.m. The following Trustees, constituting a quorum, were present: Mary King (President); Murray McHugh (Vice President); Jerry McKinney (Secretary); Maria Hyatt (Treasurer); Annora McGarry Aldous; Nancy Labate Bixby; Carol Knipes; Stephanie Munger. The following trustee(s) were excused: 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 February 20, 2025, 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 March 2025.**

> The Financial Report was discussed and received:

- The accountant has completed the 2023 tax return.
- The accountant is working on the 2024 tax return.
- Three new computers will need to be purchased in the near future.
- The Pember received a \$25,000 grant from the Copper Beech Foundation.

➔ **The Board acted to allow one signature on checks up to \$1000; and two signatures on checks over \$1000.**

➔ **The Board acted to hold a working meeting on the budget at 5:00 pm on April 16, 2025.**

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

> The Committee is working on a grant from the Granville Foundation for paving the parking lot.

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

>There was a report on the Carriage House:

- Payments are being made, including the late fee, by one renter.
- There is an issue with one renter leaving trash at the building contrary to regulations. The Property Manager will be handling it.
- Trustee Bixby will set up a meeting with the Property Manager to discuss rental issues.

>The security system for the Pember Building passed inspection.

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

>There was no report.

**→The Board acted to purchase a \$250 gift certificate to On The Rocks to show appreciation to our staff members.**

Program

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

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

>The Stewart's grant is being used to purchase (a) 16 STEM bags; (b) materials for Pea Pods; (c) materials for the Mad Scientist program; (d) 12 take-home reading bags. [*This was approved at the last meeting.*]

**→The Board acted to approve the Annual Report for SALS, with expression of thanks to the Pember Director for his diligent work completing it.**

>The Board discussed the need to evaluate the WorkForce program, to consider changing the focus to new business entrepreneurs, and to contact the Granville High School about the program.

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

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

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

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

**→The Board acted to approve approximately \$2000 for the purchase of Pember Nature Preserve program supplies, which will be a part of the ZBGA grant.**

>Plans for preparing the Preserve for spring and summer were discussed.

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 Board discussed holding a benefit dinner this year.

**The Village Liaison Report:** none

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

- The Pember is now a member of the Granville Chamber of Commerce.
- The Board discussed spending \$200 for an add in the Community Guide.
- The Board discussed creating Pember memberships.

**Old Business:** none

**New Business:** none

The next regular meeting of the Board will be held on **Wednesday, April 16, 2025, at 6:00 pm.** [*This change in date was made due to a conflict with Holy Week observances.*] **There will be a working budget meeting at 5:00 pm that day.**

The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary

Attached Reports:

- Pember Director's Report
- Museum Educator's Report