

MINUTES of the REGULAR MEETING of the
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM
April 17, 2025

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on April 17, 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); Annora McGarry Aldous; Nancy Labate Bixby. The following trustee(s) were excused: Carol Knipes; Stephanie Munger; 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 March 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 May 2025.**

> The Financial Report was discussed and received:

--Two donations were received: \$500 from the Lions Club and \$250 from General Electric.

--The budget for FY 2024-25 is being prepared.

--There is \$16,000 in the Carriage House account.

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:

--Trustee Bixby will set up a meeting with the Property Manager to discuss rental issues.

>The finial on the front of the building is being repaired by the Village.

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

➔ **After discussion and some modification, the Board acted to approve the Sexual Harassment Prevention Policy.**

Program

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

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

- 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 Committee will meet at the Pember Preserve on April 25, 2025.

- h. **Events and Public Relations** (Gigi Zeitler, Stephanie Munger, Anora McGarry Aldous)

>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 Board acted to purchase an add in the Community Guide for \$225.**

➔ **The Board acted to spend up to \$2400 to purchase two new computers and monitors.**

Old Business: none

New Business: none

➔ **The Board acted to go into executive session at 7:12 pm; and acted to return to regular session at 7:18 pm.**

The next regular meeting of the Board will be held on **Wednesday, May 15, 2025, at 6:00 pm.**

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*
Secretary

Attached Reports:

Pember Director's Report

Museum Educator's Report