

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
May 15, 2025

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on May 15, 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); Carol Knipes; Annora McGarry Aldous; Stephanie Munger. The following trustee(s) were excused: Nancy Labate Bixby; 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 April 17, 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 June 2025.**

> The Financial Report was discussed and received:

--The ZBGA Grant reimbursement #4 in the amount of \$43,000 has been received.

**→The Board acted to authorize the Treasurer to purchase two additional Certificates of Deposit: one in May for \$30,000 and one in June for \$20,000; and to allow the \$10,000 Certificate which matures in July to roll over.**

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

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

**→The Board acted to raise rents on the Carriage House apartments starting in August: two apartments will go from \$850/month to \$900/month; and, one apartment will go from \$950/month to \$975/month.**

Rationale: The new rental rate is \$1000/month. The Board is moving forward with raising the rates toward that amount.

>The ramp on the back of the Carriage House needs to be replaced. This will be discussed with the property manager.

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

>Some additional modifications to the Sexual Harassment Policy were discussed. Trustee McKinney will work on proposed language.

Program

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

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

>Google Chrome computers are needed for the Work Force project.

>The Committee will consult with the High School IT teacher about needed programs to make Work Force compatible with the school program.

**➔ The Board acted to approve \$600 to support the Summer Reading Program for toddlers, juveniles, and teens.**

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

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

**➔ The Board acted to institute the following policy: There will be no charge for Granville school groups for visiting the Museum. All other school groups will be charged the current group rate.**

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

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

>The Committee is working on a mowing plan.

>The Committee has one estimate of \$3000 for the initial mowing.

>Much of the signage at the Preserve needs to be refurbished or replaced.

**➔ The Board acted to hire someone to remove the floating bridge on one of the Preserve trails.**

➔ The Board acted to purchase twenty cubic yards of covering material for the South Grimes Hill trail (approximately \$1100) from the ZBGZ grant.

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 Village Liaison Report:** none

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

**Old Business:** none

**New Business:** none

The next regular meeting of the Board will be held on **Thursday, June 19, 2025, at 6:00 pm.**

The meeting was adjourned at 7:39 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary

Attached Reports:

Pember Director's Report  
Museum Educator's Report