

MINUTES of the REGULAR MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
June 19, 2025

The Regular Meeting of the Board of Trustees of the Pember Library & Museum was held on June 19, 2025, at the Pember Building, located at 33 West Main Street in Granville, NY.

The meeting was called to order by Vice President Murray McHugh at 6:00 p.m. The following Trustees, constituting a quorum, were present: Murray McHugh (Vice President); Maria Hyatt (Treasurer); Nancy Labate Bixby; Carol Knipes; Annora McGarry Aldous; Stephanie Munger. The following trustee(s) were excused: Mary King (President); Jerry McKinney (Secretary); Gigi Zeitler.

In the absence of President King, Vice President McHugh chaired the meeting. In the absence of Secretary McKinney, Trustee Knipes served as Secretary for the meeting.

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 May 15, 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 July 2025.**

> The Financial Report was discussed and received:

--A donation of \$500 was received from the Modern Woodman of America.

--Elevator expenses for 2024 have been paid.

--A grant for roof repairs was submitted by the Pember Director.

--As authorized by the Board in May, two additional Certificates of Deposit, one in May for \$30,000 and one in June for \$20,000, were purchased; and the \$10,000 Certificate which matures in July has been renewed.

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

>No report.

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

- >The property manager has notified the Carriage House tenants that, starting in August, rents will be increased. Two apartments will go from \$850/month to \$900/month; and, one apartment will go from \$950/month to \$975/month.
- >The basement has been cleaned out, and a considerable amount of refuse was removed. The need for a dehumidifier was discussed.

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

- >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.*]
- >The Summer Reading Program for toddlers, juveniles, and teens will meet three times per week for six weeks. These programs will be advertised at the July 3<sup>rd</sup> dessert sale.
- >The STEM kits need to be assembled for circulation.
- >The website transfer is moving forward.

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 next ZBGA grant runs through next March. Continuation of the grant is in doubt.
- >The Pember Director purchased a self-propelled lawn mower for trail upkeep.
- >Delivery of wood chips for the trails is in process.
- >The floating bridge has been closed.

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

- >Baked goods are needed for the fundraiser on July 3<sup>rd</sup>. Contributions can be dropped off at Veterans Park at 5:00 pm.

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, July 17, 2025, at 6:00 pm.**

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary

Attached Reports:

Pember Director's Report  
Museum Educator's Report