

MINUTES of the ANNUAL MEETING of the  
BOARD OF TRUSTEES of the PEMBER LIBRARY & MUSEUM  
July 17, 2025

The Annual Meeting of the Board of Trustees of the Pember Library & Museum was held on July 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 6:00 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 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.

President King confirmed that the Village Trustees appointed the following Trustees, nominated by the Pember Board, for the Class of 2027-28: Annora McGarry Aldous, Jerry McKinney, and Stephanie Munger.

The first order of business was the election of officers for the coming year. The following Trustees were elected unanimously: Mary King—President; Murray McHugh—Vice President; Jerry McKinney—Secretary; Maria Hyatt—Treasurer.

The following Trustees were appointed to the Standing Committees (chairperson underlined):

- a. Finance (Maria Hyatt, Jerry McKinney)
- b. Development (Mary King, Murray McHugh)
- c. Property (Nancy Labate Bixby, Maria Hyatt, Annora McGarry Aldous)
- d. Policies & Personnel (Jerry McKinney, Mary King, Nancy Bixby)
- e. Library (Stephanie Munger, Maria Hyatt, Carol Knipes)
- f. Museum (Nancy Labate Bixby, Murray McHugh)
- g. Pember Nature Preserve (Murray McHugh, Nancy Labate Bixby, Carol Knipes)
- h. Events & Public Relations (Stephanie Munger, Annora McGarry Aldous)

The agenda was adopted.

The minutes of the regular meeting held on June 19, 2025, were approved.

The **Standing Committees** reported the following for information and action:

Administration

**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:

--The credit card machine for the Gift Shop is coming.

**Development** (Mary King, Murray McHugh)

>No report.

**Property** (Nancy Labate Bixby, Maria Hyatt, Annora McGarry Aldous)

>Discussion of climate control for the Pember Building will be referred to the Village engineer and/or architect.

>The building inspection has been completed.

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

>No report.

Program

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

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

>The STEM kits will be assembled by Trustees Aldous, Bixby, Hyatt, Knipes, and McKinney.

>Consultation with the Granville High School IT teacher concerning Work Force is being pursued.

>The website transfer has been completed.

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

>The **Museum Report** for June and July were discussed and received. [*Reports attached.*]

>More Museum brochures are needed.

>Exhaust fans for the attic are needed.

**Pember Nature Preserve** (Murray McHugh, Nancy Labate Bixby, Carol Knipes)

- >The **Pember Preserve Report** was not available. [*No Report attached.*]
- >The Pember Director did the initial mowing at the Preserve.
- >The initial load of wood chips for the trails has been put down. More are needed.
- >The Board discussed the public use of the Preserve and noted the decline in recent years.

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

- >The Bake Sale held on July 3<sup>rd</sup> raised \$455. The Board expressed its thanks to all who contributed baked goods and worked at the sale.

The **Village Liaison Report**: none

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

**Old Business**: none

**New Business**:

- ➔ The Board acted to accept the resignation, effective immediately, of Trustee Gigi Zeitler, with regret. The Board expressed its thanks to Trustee Geisler for her dedication and work on behalf of the Pember.

**Public Comment**: none.

- ➔ The Board acted to go into executive session at 7:35 p.m. The Board acted to return to regular session at 7:49 p.m.

The next regular meeting of the Board will be held on Thursday, August 21, 2025, at 6:00 pm.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*

Secretary