

MINUTES of the BOARD OF TRUSTEES  
of the PEMBER LIBRARY & MUSEUM  
August 21, 2025

The Annual Meeting of the Board of Trustees of the Pember Library & Museum was held on August 21, 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 6:06 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; Stephanie Munger. Trustee Carol Knipes was excused.

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 July 17, 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 September 2025.**

➔ **The Board acted to authorize the Treasurer to purchase a 6-month certificate of deposit in the amount of \$20,000.**

> The Financial Report was discussed and received:

- Three new computers were purchased at the cost of approximately \$2700.
- The sewer bill for the Carriage House was approximately \$1700.
- The Fidelity account will be closed soon.

>**The budget for FY 2025-2026 will be discussed in September.**

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

>The application for a grant from the Granville Community Foundation has been filed. The grant will cover the cost for paving the parking lot.

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

- >The Village crew has installed exhaust fans in the Museum.
- >Todd Schermerhorn will continue as the property manager for the Carriage House.

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

- >Revisions to the Sexual Harassment policy is ongoing.
- >A proposed revision to the current committee structure is in process.

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 went out on August 21<sup>st</sup>.
- >Trustee Munger consulted with the Granville High School IT teacher concerning Work Force. The high school program uses Google products.
- >It was suggested that the Library explore forming a “computer help group.”

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

- >The **Museum Report** for June and July were discussed and received. [*Reports attached.*]
- >The credit card machine for the Gift Shop has been installed.
- >The recently installed exhaust fans are working well

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

- >The Pember Director did another general trail mowing.
- >Spreading wood chips on the trails continues.

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

- >No report.

The **Village Liaison Report**: none

The **Report of the Pember Director** was received and discussed. [*Reports for July and August are attached.*]

**Old Business:** none

**New Business:** none

**Public Comment:** none.

➔ **The Board acted to go into executive session at 7:11 p.m. The Board acted to return to regular session at 7:59 p.m.**

➔ **The Board acted with regret to accept the resignation of Pember Director John Hess, effective no later than November 7, 2025.**

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

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

/s/ *Jerry McKinney*  
Secretary