

# **Brockville Museum Board of Management Meeting Minutes**

*September 10th, 2018*

PRESENT: Margaret Lawrence, Paul Naylor, David Buck, Barb Healy, Dr. John Arnott, Neil O'Brien

STAFF: Natalie Wood

GUESTS:

CHAIR: Chuck Quick

**1.0 Call to Order:** 7:03 pm in the Classroom.

## **2.0 Additions to/Approval of Agenda**

Moved by: M. Lawrence and Seconded by: D. Buck that we approve the proposed agenda. Carried.

## **3.0 Additions to/Approval of the Minutes of the Last Meeting**

Moved by: J. Arnott and Seconded by: N. O'Brien that we approve the minutes of the last meeting after discussion. Carried.

## **4.0 Business Arising from Minutes**

#### *4.1 Air quality testing*

It was noted that the results of the air quality testing are addressed in the August 2018 Staff Report.

#### *4.2 Cossitt Trust*

J. Arnott sought clarification regarding the letter required by City Hall regarding the Cossitt Trust. N. Wood stated the Museum fulfills the same requirement every year.

### **5.0 Correspondence and Communication**

None.

### **6.0 Amendments to/Discussion and Approval of the Staff Report**

Discussion included both July 2018 and August 2018 Staff Reports.

Concern was raised regarding humidity levels in the Museum. Staff were alarmed by excessively high levels earlier this summer. C. Quick provided digital and analog Relative Humidity Readers, which determined readings of 50-60 percent RH. This is acceptable for the collection, but unacceptable for artwork.

Moved by: B. Healy and Seconded by: P. Naylor that we approve the Staff Report as issued and discussed. Carried.

### **7.0 Executive Reports**

#### *7.1 Chairman of the Board*

None

#### *7.2 Curator/Director*

N. Wood updated Board members on planning for the proposed

Prudence Heward exhibition in 2020.

Summer visitor numbers show an increase in both Museum visitors and walking tour participants. These statistics have been shared with DBIA and Tourism Brockville.

The final Museum budget submission carries an increase of 1.8 percent. Issues with excessive telephone charges (overcharging by the City) from previous years have been rectified on this year's budget.

Three new brochures have been prepared, with an overview of the Museum, a list of upcoming Museum events, and a call for volunteers, respectively.

### *7.3 Friends Report*

P. Naylor reported that the Friends executive is working well together, and is busy getting ready for the "Kitsch and Collectibles" silent auction event in October.

## **8.0 New Business**

D. Buck will be unable to attend the October Board meeting.

## **9.0 Date, Time, Location of Next Meeting**

The next meeting of the Board will be held on Monday, October 15th, 2018 at 7:00 pm (October 8th being Thanksgiving), location TBD.

## **10.0 Adjournment** 8:39 pm