

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

*October 15th, 2018*

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

STAFF: Natalie Wood

GUESTS:

CHAIR: Chuck Quick

**1.0 Call to Order:** 7:01 pm in the Genealogical Society room.

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

Moved by: P. Naylor and Seconded by: N. O'Brien 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: B. Healy that we approve the minutes of the last meeting after discussion. Carried.

## **4.0 Business Arising from Minutes**

#### *4.1 Relative Humidity*

N. Wood stated that the current Relative Humidity in the Annex is 60 percent plus/minus ten percent. It is not understood why there is such a wide variance; it is under investigation. An acceptable RH for artwork is 40 percent, with a plus/minus of three percent. It is vital to resolve this issue prior to other institutions' committing their artwork for the proposed Prudence Heward exhibition.

#### *4.2 Telephone billing*

The phone billing overcharges have been rectified. They were a result of the City's move to a new phone system. Past overpayments are not recoverable, but explain why the operating costs went over budget last year. As of this month, the Museum phone billing reflects the correct charges.

### **5.0 Correspondence and Communication**

N. Wood has received a letter from CMOG (Community Museums Operating and Pay Equity Grants), confirming that the Museum will receive its annual \$27,000 operating grant.

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

N. Wood reported that attendance at Culture Days was sparse, but resulted in at least one new volunteer for the Museum.

Difficulties with the online database were a result of MINISIS switching to a new server, and Google apparently losing the link. The problem has been fixed.

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

### **7.0 Executive Reports**

#### *7.1 Chairman of the Board*

C. Quick reviewed his efforts to reach out to the current Brockville mayoral and council candidates. He explained how, in person and/or by letter, he invited each one to tour the Museum, with a view to highlighting challenges and aspirations. As of the Board meeting, eight candidates had toured the Museum, with a further one scheduled, and four supportive emails had been received. M. Lawrence thanked the Chair and Curator/Director for their efforts.

### *7.2 Curator/Director*

N. Wood noted that visitors to date (mid-October) in 2018 have surpassed those for all of 2017, continuing a trend.

N. Wood was delighted when Evelyn Walters, with whom she is collaborating on the Prudence Heward exhibition, retweeted (to a much larger Twitter following) the Museum's tweet announcing the exhibition.

As part of the preparations for the Newcomers exhibit to be installed in the Children's Room, asbestos and lead testing must be conducted (and remedial work completed, if required). The cost for the testing is \$3,000, for which N. Wood is currently in negotiation with the City.

N. Wood distributed a new Collection Policy proposal, for discussion and approval at the next Board meeting.

The Board approved N. Wood's request that the Museum be closed to the public from December 24th 2018 to January 1st 2019 inclusive.

### *7.3 Friends Report*

P. Naylor reported that the Friends' silent auction has netted approximately \$1,800 to date, with another \$600 still to be collected.

## **8.0 New Business**

This is B. Healy's last meeting as a Board member. N. Wood thanked her for her contributions over the years, especially with regards to beautifying the gardens. B. Healy expressed concern over who might take over looking after the gardens,

and offered to help ease the transition.

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

The next meeting of the Board will be held on Monday, November 12th, 2018 at 7:00 pm in the Classroom.

**10.0 Adjournment** 8:37 pm