

Brockville Museum Board of Management Meeting Minutes

11 September, 2017

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

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: John Arnott and Seconded by: David Buck that we approve the proposed agenda.

Carried.

3.0 Additions to/Approval of Minutes of the Last Meeting

Moved by: David Buck and Seconded by: Barb Healy that we approve the minutes of the last meeting after discussion.

Carried.

4.0 Business Arising from Minutes

- See below report from Curator/Director on the floor tiles of the link.

5.0 Correspondence and Communication

- None

6.0 Amendments to/Discussion and Approval of the Staff Reports for June, July and August 2017.

Moved by: Paul Naylor and Seconded by: Daria Egan that we approve the staff reports as issued, and discussed.

Carried.

7.0 Executive Reports

7.1 Chairman of the Board

- none

7.2 Curator/Director

The Curator/Director provided some updates:

- Washroom accessibility: there is a need to install door opening hardware for the washroom doors – this project has been submitted as a 2018 capital request
- Accessibility Committee: It appears that the City Accessibility Committee does not appear to be functioning as we have heard nothing about relocating the front door push button. The Curator/Director will look into the status of this committee and get back to the Board.
- Tile replacement in the link: Due to the cracking of the ceramic floor tiles at the outside walls of the link, the City property supervisor and a contractor reviewed the situation with Curator/Director and proposed replacement of the outside two feet of tile by a flexible rubber flooring. After discussion with the Board, it was felt that this is not solving the problem (tripping hazard) and that one alternative is to build /install a bench or similar structure to go over the broken tiles. The Curator/Director will talk about this to city staff.
- The Curator/Director floated the concept of some sort of celebration for the 200th anniversary of the incorporation of Brockville in 2013, where the Friends would be involved in fundraising. This also sparked a discussion on space requirements going into the future.

- Terms of Reference: The Clerk's office is revising the terms of reference for all City Boards, although these are not ready for sharing.
- Immigration Study: It was noted that this report has been received from the consultant and was shared via email. This study is a part of preparation of the revision of the children's area into an area showing the emigration of new residents into Brockville over the years.
- Policies and Guidelines: The Curator/Director outlined her objective to review our policies and get them in shape for outside review in 2018.
- Friends: There will be a meeting of the Friends on the 26th.
- Budget: The submitted budget (overall increase of 1.8% over last year) was discussed.

Moved by: John Arnott and Seconded by: Barb Healy that we approve the 2018 budget as discussed.

Carried

8.0 New Business

- There was discussion about revisiting our mandate (why we are here and what we are supposed to do).

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be on Monday October 16, 2017 at 7:00 pm in the classroom.

10.0 Adjournment: 8:31 pm