

Brockville Museum Board of Management Meeting Minutes

March 13, 2017

PRESENT: Daria Egan, Dr. John Arnott, Margaret Lawrence, Paul Naylor,
David Buck

STAFF: Natalie Wood, Alison McMahon, Jessika Tozer

GUESTS:

CHAIR: Chuck Quick

1.0 Call to Order: 7:02 pm in the Classroom

2.0 Additions to/Approval of Agenda

Moved by: P. Naylor 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: D. Egan and Seconded by: J. Arnott that we approve the minutes of the last meeting after discussion. Carried.

4.0 Business Arising from Minutes

C. Quick, N. Wood and P. Naylor reported that they met with Mayor Henderson and City Manager Casselman to discuss the Museum's decision to close on Sundays. The meeting was cordial but unproductive. The principle of a two percent budget increase was reaffirmed, with no exceptions.

N. Wood stated the dates of the used book sale had been changed to March 20-24. Donated books are being collected, and it looks to be another successful Friends fundraiser.

P. Naylor suggested that it might be useful to include a report on the Friends in the Board's agenda each month. He also reported that the date of the Friends AGM is now Saturday, April 8th at 10:00 AM. M. Lawrence suggested that if the Friends have a new President in place by the time of the Board's next meeting, that he/she be invited to attend.

N. Wood reported that the Westport Museum is currently closed for the season, but she will approach them in the spring.

5.0 Correspondence and Communication

5.1 Presentation by J. Tozer re: Cossitt Collection

J. Tozer will, at the end of March, complete a contract funded by a Young Canada Works grant and the Cossitt Estate to catalogue and preserve the Cossitt Collection, consisting of over 300 objects, stored both onsite and offsite. Most objects are in good condition, but a few required particular attention.

5.2 Presentation by A. McMahon re: Archives and Deaccessioning

A. McMahon described the "Open Drawer" project to provide an online database of the Museum's collections, with particular reference to the photographic collection. She noted that volunteers are asked to identify if a photograph is an original or a reproduction (usually a scanned copy of an original). The Museum does not have legal ownership of an image if our collection holds only a reproduction. Reproductions are deaccessioned and moved to the Museum's research files.

5.3 Council Briefings and Reporting

N. Wood has received an email regarding the procedure for reporting to the Economic Development and Planning (EDP) Committee. Each group (Museum, Library, etc.) is allotted 20 minutes in which to present a report, twice per year, with no more than one group per meeting. She has requested a slot to speak to the EDP Committee as soon as possible.

6.0 Amendments to/Discussion and Approval of the Staff Report

The significant uptick in Facebook “likes” was noted, with hopes this will increase the Museum’s visibility and community profile.

Moved by: P. Naylor and Seconded by: D. Buck 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 presented a draft memorandum, to be distributed as needed, regarding the Museum’s Sunday closing, and including the messaging to be used in this regard. After discussion, the memo was approved for release.

N. Wood reported that she met informally with the new head of Brockville Tourism, with a view to greater promotion of the Museum as a tourist destination.

8.0 New Business

None.

9.0 Date, Time, Location of Next Meeting

The next meeting of the Board will be held on Monday, April 10th, 2017 at 7:00 pm in the Classroom.

10.0 Adjournment 8:28 pm