

Nipissing Township Museum

**Board Meeting Minutes**

**June 29, 2020**

6 p.m., Online Zoom Meeting, Posted to YouTube

Present: Gladys Bateman, Mary Heaseman, Liz Moore, Linda Andersen, Kerry Kleiber

Regrets: Brenda Lennon

1. Call to Order – The meeting was brought to order by Liz Moore at 6:00 p.m.
2. Declaration of Pecuniary Interest – There were no declarations of pecuniary interest.
3. Acceptance of Agenda – The agenda was accepted by Gladys Bateman and seconded by Linda Andersen.
4. Acceptance of Previous Minutes – The previous minutes were accepted by Linda Andersen and seconded by Liz Moore.
5. Business Arising:
  - i. **Opening:** A motion was put forward by Liz Moore to close to the public for the season and hire the manager and 1 student through grant monies for the remainder of the summer. The motion was accepted by Linda Andersen and seconded by Gladys Bateman. Carried. Liz will contact the office regarding the grant constraints and to hire the staff and the required protocols. The staff can be flexible in their hours as long as it is agreed upon and they are both on site at the same time.
  - ii. **Cataloguing:** The focus and goal is for the staff to finish the cataloguing this season. Follow-up by Linda and Liz weekly for progress reports from staff.
  - iii. **Updated Budget:** The antique lamps that were on loan in the church were purchased and the walkway has been completed. Liz will direct the Manager to remove the 'on loan' tickets from the lamps and to remove the loan forms from the books. To date, we are under budget this year.
6. New Business:
  - i. **Pandemic Plan:** The protocol will be that the 2 staff working must remain 6 ft away from each other, supplied with masks and all cleaning products. Verification of all cleaning protocols by manager each day for each task through a sign off sheet. The development of a draft plan will begin at our next meeting with a final plan ready for next spring when we open to the public. OMA will be a resource for this planning.
  - ii. **OMA Membership:** This was renewed and a welcome package will be forwarded to any member who requests through Brenda Lennon.
  - iii. **Canada Summer Job Program:** This money was received in the amount of \$3,780. If the previous staff are unavailable we will discuss next steps at our next meeting.
7. Next Meeting: The next meeting will be at the call of the chair.
8. Adjournment: The meeting was adjourned at 6:18 p.m. by Kerry Kleiber and seconded by Gladys Bateman.