



Nipissing Township Museum Board Meeting

*** AGENDA ***

Wednesday, October 4, 2023

****START TIME 6:30 p.m.****

1. Disclosure of pecuniary interest.
2. Motion: Approve the Minutes of the Board Meeting held September 6, 2023.
3. Discussion: Fall Fest report.
4. Discussion: - Nipissing Township Museum Operating Standards.
5. Motion: Approve the Nipissing Township Museum Operating Standards.
6. Motion: 2024 Heritage Day theme.
7. Motion: 2024 Event Planning.
8. Motion: Inventory for 2024 – Candy, Merchandise and Books, proposed 2024 Budget.
9. Motion: Accept the Quote for PastPerfect Software for the 2024 Operating Budget.
10. Motion: Adjourn.

Board meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

MINUTES

Nipissing Township Museum Board of Management
September 6, 2023

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, September 6, 2023 starting at 6:30 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, 2381 Hwy 654.

Present: Councillor Steve Kirkey, Councillor Dave Yemm, Norah Jackson; Mary Heasman, Debbie Rennette and Gladys Bateman

Staff: Gillian Bernas, Interim Museum Manager and Kris Croskery-Hodgins, Secretary to the Museum Board.

MOTION NUMBER 2023-28

Moved by: Dave Yemm Seconded by: Gladys Bateman

That we approve the Minutes of the Nipissing Township Board Meeting held August 2, 2023, as presented. **Carried.**

Heritage Day – discussion of financial results and guest count. Successful displays and general operation of the day was also discussed.

Fall Fest – planning was finalized and volunteer positions determined.

Updates were provided on catalogue additions and museum operations at the close of season. The Board was provided a budget update and calendar for 2024. Planning for the 2024 season will be followed up at the next Board meeting.

Draft Nipissing Township Museum Operating Standards document including most recent updates was circulated to all Board members for review and discussion at the October meeting.

MOTION NUMBER 2023-29

Moved by: Norah Jackson Seconded by: Dave Yemm

That the Board meeting is hereby adjourned at 7:20 p.m. Next meeting will be held October 4, 2023 at 6:30 p.m. **Carried.**

Chairperson:

Secretary:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by the Board at the next scheduled Board Meeting.

Nipissing Township Museum

Statement of Intent

As a community museum complex owned and operated by the Township of Nipissing, the Nipissing Township Museum functions within the community as an educational institution working in active response to the community's history, celebrations and current affairs. Therefore, programming at the museum operates to make optimum use of resources and facilities for educational and recreational use. Programming serves a range of people within the community and region, and welcomes tourists and visitors.

Statement of Purpose

To provide a safe repository for the historical artifacts of the Township of Nipissing and area, and to make them available for public viewing.

To encourage the preservation of our cultural heritage by holding annual events that invite participation by residents and visitors.

To welcome members of the community and visitors to the Nipissing Township Museum and provide educational tours of the buildings and contents.

To play a role in identifying and celebrating the history of the founding families of our area.

To maintain a high standard of preservation of buildings, grounds and collection of artifacts.

Program Objectives

The programs strive to achieve the following objectives:

- To develop and maintain the museum as a dynamic institution committed to providing the Township of Nipissing and surrounding region innovative, informative and historically accurate educational and social resources.
- To provide public learning opportunities and promote involvement through interactive educational experiences and educate the community about the function of museums in our culture and society.
- To develop and maintain the museum as a current and relevant resource for the community.

Public Programs

The following public program opportunities are offered:

- Visitors are greeted, provided with information about the site and given a tour of the site.
- Occasional public programs to be provided such as workshops and lectures, particularly in conjunction with temporary exhibits and community celebrations.
- Special events cover a range of topics in order to raise the community profile of the museum, including cultural events involving children's activities as well as adult oriented attractions.
- The Museum endeavors to complement programs offered by other local institutions, museums and clubs.

Additional Services

Guided tours are offered during Museum operating hours or may be arranged in advance, by appointment, to accommodate a special interest group.

Special assistance with research is provided by appointment.

Policy Review and Approval

The Nipissing Township's Museum's Program and Education Policy is approved by the Nipissing Township Museum Board.

The Program and Education Policy shall be reviewed at a minimum of every four years or anytime that changes are deemed necessary.

Exhibition Policy

The Nipissing Township Museum Exhibition Policy sets the guidelines for the museum with respect to exhibits displayed at the museum. It must uphold the museum's Statement of Purpose, and also meet the needs and interests of the residents and visitors to the Township of Nipissing.

Exhibitions:

The Nipissing Township Museum hosts two types of exhibits; (a) permanent, (b) temporary.

PERMANENT:

Before the acquisition of any artifact, the Museum Board and Museum Manager shall ensure that the item is an appropriate representation of the purpose of the museum and that it will complement the overall appearance of the exhibits currently on display in the museum. Each article shall be carefully researched to verify its authenticity and relevance to the history of the Township of Nipissing.

Once it has been determined that an item will be an asset to the museum, it shall be carefully catalogued, with a brief description of the item, the date that it was acquired and the name of the person(s) who donated it.

The exhibits in the museum are designed with a general theme. For example, visitors will see an 18th century schoolroom or a portion of a general store.

Each artifact that is displayed shall be accepted into the Township of Nipissing utilizing the approved Collection Management Policy and the Cataloguing Procedure.

Many items in each display in the museum may be rotated with other items in storage on a regular basis to ensure preservation and a fresh look in the museum.

The Museum Manager or assistants are always available to greet visitors and provide personal tours of the museum.

Every season, the displays in the Nipissing Township Museum are evaluated, maintained, or re-designed as needed. New displays are constructed using the portion of the museum's budget specifically allocated for this purpose.

TEMPORARY:

Every year, the Nipissing Township Museum holds a "Heritage Day". The theme for this event is changed each year, however it remains consistent with the museum's Statement of Purpose and is always relevant to the history of the Township of Nipissing.

Members of the community are invited to set up and display any artifacts or information that they may own that relate to the year's theme.

Nipissing Township Collection Management Policy

The Nipissing Township Museum was founded to preserve and display the history of the Township of Nipissing and the surrounding area. This area was one of the first settlements in Northern Ontario and on Lake Nipissing. The collection should reflect this fact. The Museum Board is appointed by the Township of Nipissing Council each term, and the Board's duty is to ensure that the collection is consistent with the Museum's purpose.

Collection:

Objects should be of historical significance to this area and contribute to a clearer understanding of some former custom, activity, happening, or person. Due to limited storage space, the Museum must be very selective in choosing objects for the collection. Proper care and storage must be taken into account.

Acquisition:

Objects for display in the Museum can be acquired through donation or purchase. If by donation, the Museum must ensure that the donor completes a signed transfer of ownership. For purchases, the Museum shall receive a bill of sale with information of the vendor included. Cataloguing of item shall be performed as close to the acquisition date as possible.

1. Gift Form.

3. Accession Form.

Management of the Collection:

The Museum Manager decides whether to accept an object for display, but consults with the Museum Board before finalizing. The Museum Manager and the Board also decide when an artifact no longer meets the criteria of the Collections Management Policy and is to be deaccessioned.

Steps for deaccessioned items – return or disposal:

i. The item may be returned to the originally named owner located on the gift form/document only. The item shall not be returned to an Estate, spouse of or family member of named person.

- ii. Where a person listed on the gift form/original documentation is no longer living, the item will be offered to a neighbouring museum.
- iii. If the item is declined by other institutions, it shall then be placed for public auction. The family/estate of the original owner will be notified of the public auction, when possible, to allow them the opportunity to also bid on the item if they choose. The public auction of deaccessioned items shall take place at the final public event of the season in the operating year.
- iv. Items that are damaged beyond repair or useful life shall be destroyed by burning, when permitted under the Environmental Protection Act guidelines or by crushing by the Public Works department.

2. Deaccession Form.

Cataloguing:

The Museum Manager may take an object on consideration until a Board decision can be made, then the item is either returned to the donor or included in the Museum's collection. At that point, an Accession Form and a Gift Form is completed, the artifact is assigned a number, and it is added to the Catalogue. A copy of the completed Accession Form is filed in the Museum records to be kept securely within Township of Nipissing records retention and one copy is sent to the donor along with a letter of acknowledgement. The item itself is then numbered in an inconspicuous place to correspond with the Catalogue.

3. Accession Form.

Artifacts on Loan:

The number of artifacts on display in the Museum that are on loan are kept to a limited percentage. The Museum is not equipped to care for, store, nor guarantee the security of items on loan. If an artifact is taken on loan, it is only for a short-term and is registered on a specific form for loans. This includes a condition report and the potential for any damage.

Items on loan may be removed from display at the direction of the Museum Board. The owner of the item will be contacted to arrange return of the item at the earliest convenience. The owner of the item has one year from the date of contact to arrange for the return of the item. After one year, the museum will assume ownership of the item and may dispose of it according to the Collection Management Policy.

Insurance: Items on loan are not included in the insurance coverage of the Nipissing Township Museum. It is the responsibility of the artifact owner to arrange for separate insurance coverage of the item while on loan to the Nipissing Township Museum. Acknowledgment of this requirement is required upon signing of the Loan Agreement.

5. Loan Agreement.

6. Condition Report.

Outgoing Loans:

All loan requests must be in writing and the borrower must be from a reputable institution. A condition report is made up before the item goes out on loan and updated immediately upon its return. An Outgoing Loan Agreement Form is filled out and signed by the borrower who takes total responsibility for the artifact.

Policy Review and Approval

The Collection Management Standard shall be reviewed and updated as required, at a minimum of every four years, by the members of the Nipissing Township Museum Board.

Forms attached:

1. Gift Form
2. Deaccession Form
3. Accession Form
4. Inventory Form
5. Loan Agreement
6. Condition Report

NIPISSING TOWNSHIP MUSEUM

GIFT FORM

I hereby give and bequeath to the Nipissing Township Museum the objects listed herein and in so doing, I understand and agree that they may be displayed, loaned, retained or disposed of in such manner as the discretion of the Nipissing Township Museum Board may seem to be in the best interest of the Museum and artifact.

Accession # or Catalogue #	Object Name	Description/Distinguishing Features

Donor Information:

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

If the Nipissing Township Museum decides against accepting these objects, should they be returned to you or disposed of? (If choosing to have it returned to you, please provide information for contacting a succession person should you not be available.)

Signature: _____ Date: _____

Acceptance of Gift Authorized by:

Name: _____ Date: _____

Signature: _____

In the event that the Museum Board decides against accepting any gifts described above into the Museum's artifact collection, the Donor will be notified as directed above. The Donor has one (1) year from contact to collect the item from the Museum. After one year, the museum may dispose of it according to the Collection Management Policy.

NIPISSING TOWNSHIP MUSEUM

DEACCESSION FORM

By Deaccessioning redundant artifacts and those that do not contribute to telling the story of the Township of Nipissing, we can better care for the artifacts that remain in the Museum's collection, and tell the stories of the Township of Nipissing.

Artifact Number: _____

Artifact Description:

Proof of Donation: (example Gift Form) *Include Donor Name and information if available.

Reason for Deaccessioning:

Location in Museum: _____

Date of Deaccessioning: _____

Authorized Signature: _____

Disposal

Date: _____

Method: _____

Signature: _____

NIPISSING TOWNSHIP MUSEUM

ACCESSION FORM

Accession Number: _____

Location of Number on Object: _____

Object: _____

Artifact Description:

Title: _____

Artist/Maker: _____

Detailed Description: _____

Inscription: _____ Colour: _____

Material(s): _____

Dimensions: _____

Condition: _____

Relevance to Collection:

History: _____

Donor: _____ Date: _____

Contact Information: _____

Procedure completed by: _____ Date: _____

Photo of artifact on file: Yes No If yes, where is the photo saved? _____

Board Approval obtained on: _____

(Date of meeting and Minutes)

INVENTORY FORM
TOWNSHIP MUSEUM

NIPISSING

Accession #	Description of object/document	Known History	Condition	Current Location

Inventory Form

Page # _____ Last Accession # on previous page: _____

Date: _____ Completed By: _____

NIPISSING TOWNSHIP MUSEUM

LOAN AGREEMENT

Lender/Receiver

Name: _____

Address: _____

Telephone: _____ Email: _____

The following artifacts will be displayed for viewing:

Location: _____

Timeframe/Duration of Exhibit: _____

Other terms/details: _____

Date from: _____ to: _____

LIST OF ARTIFACTS AND CONDITIONS:

_____ I acknowledge that the artifact on loan is not covered under replacement or damage insurance (INITIAL) within the Nipissing Township Museum insurance coverage. It is my responsibility to procure insurance coverage of this item while on loan to the Nipissing Township Museum.

Signature : _____ Date: _____

Items on loan may be removed from display at the direction of the Museum Board. The owner of the item will be contacted to arrange return of the item at the earliest convenience. The owner of the item has one year from the date of contact to arrange for the return of the item. After one year, the museum will assume ownership of the item and may dispose of it according to the Collection Management Policy. Insurance: Items on loan are not included in the insurance coverage of the Nipissing Township Museum. It is the responsibility of the artifact owner to arrange for separate insurance coverage of the item while on loan to the Nipissing Township Museum. Acknowledgment of this requirement is required upon signing of the Loan Agreement.

NIPISSING TOWNSHIP MUSEUM

CONDITION REPORT

Accession Number: _____

Object: _____

Artifact Description:

Title: _____

Artist/Maker: _____

Material(s):

Organic Materials (Plant – wood, bark, fibres: cotton/linen/hemp, etc. or Animal – leather/skin, bone, ivory, beak, claws, horn, wool/hair, etc.): _____

Inorganic Materials (Metals or non-metals, ceramic, glass, plaster, stone, etc.): _____

Synthetic Materials (Plastic): _____

Structure and Fabrication: _____

Colour(s): _____

Condition

Overall Condition: _____

Stability: Stable _____ Unstable _____

Evidence of previous repair: _____

Was repair done before or after accession to the museum? _____

Chemical Damage (corrosion/oxidation, dry rot, powdering, red rot, etc.): _____

NIPISSING TOWNSHIP MUSEUM

Condition Report Continued

Biological Damage (mould, insects, vermin): _____

Physical Damage (abrasion, accretion, embrittlement, cracking/crazing, delamination, dents/chips/pitting, holes, dirt/dust, warping, scratches, tears, water damage/stains):

Structural Problems: _____

Additional notes: _____

Treatment

Treatment Recommendations: _____

Display and Storage Requirements

Storage Recommendations: _____

Support Recommendations: _____

Handling Recommendations: _____

Purpose of Examination: _____

Examiner: _____ Date: _____

Photo of artifact on file: Yes No If yes, where is the photo saved? _____



MOTION

DATE: October 4, 2023

MOTION NUMBER: 2023-

MOVED BY:

SECONDED BY:

THAT the 2024 Heritage Day Theme will be: _____

The date of the celebration will be: _____

For Against

G. Bateman		
M. Heasman		
N. Jackson		
S. Kirkey		
D. Rennette		
D. Yemm		
Vacant		

Carried

Chairperson:



MOTION

DATE: October 4, 2023

MOTION NUMBER: 2023-

MOVED BY:

SECONDED BY:

THAT the Nipissing Township Museum 2024 Events will be:

Date: _____

Date: _____

Date: _____

For Against

G. Bateman		
M. Heasman		
N. Jackson		
S. Kirkey		
D. Rennette		
D. Yemm		
Vacant		

Carried

Chairperson:

2024 CALENDAR

JANUARY						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



MOTION

DATE: October 4, 2023

MOTION NUMBER: 2023-

MOVED BY:

SECONDED BY:

That the Candy budget for 2024 will be: \$_____

That the Merchandise and Book budget for 2024 will be: \$_____

For Against

G. Bateman		
M. Heasman		
N. Jackson		
S. Kirkey		
D. Rennette		
D. Yemm		
Vacant		

Carried

Chairperson:

2023 Museum Budget Update**Dated: September 28, 2023**

Revenue:			
	Budgeted	Actual	Difference
Donations	\$ 1,500.00	\$ 1,255.35	
Books	\$ 300.00	\$ 114.00	
Gifts/Shirts	\$ 1,500.00	\$ 830.95	
Candy/Drinks	\$ 3,000.00	\$ 3,325.17	
Special Events	\$ 2,400.00	\$ 1,456.15	
	\$ 8,700.00	\$ 6,981.62	\$ (1,718.38)
Expenses:			
	Budgeted	Actual	Difference
Salary/Benefits (all staff)	\$ 38,242.50	\$ 18,885.58	
To Reserve	\$ 3,500.00	\$ 3,500.00	
Staff Development	\$ 500.00	\$ 103.80	
Structural/Other	\$ 6,000.00	\$ 683.50	
Hydro	\$ 1,500.00	\$ 714.75	
Telephone	\$ 800.00	\$ 564.37	
Janitorial/Maintenance	\$ 500.00	\$ 499.46	
Insurance	\$ 1,825.00	\$ 1,882.44	
Brochures/Advertising	\$ 500.00	\$ -	
Office Supplies	\$ 2,000.00	\$ 859.53	
Special Events	\$ 1,500.00	\$ 835.62	
Candy/Drinks	\$ 1,500.00	\$ 2,108.40	
Merchandise/Gifts/Shirts	\$ 1,000.00	\$ -	
Store Supplies - Display	\$ 500.00	\$ -	
Books	\$ 500.00	\$ -	
Programming	\$ 700.00	\$ -	
Yard Maintenance	\$ 2,000.00	\$ 1,041.78	
	\$ 63,067.50	\$ 31,679.23	\$ (31,388.27)
Revenues		\$ 6,981.62	
Expenses		\$ 31,679.23	



MOTION

DATE: October 4, 2023

MOTION NUMBER: 2023-

MOVED BY:

SECONDED BY:

That we accept the quotation from PastPerfect Software for the purchase of a cataloguing program for use in the Museum.

Price Quote #49076 \$1,300.00 (US Dollars)

Purchase to be authorized through the 2024 Operating Budget.

For Against

G. Bateman		
M. Heasman		
N. Jackson		
S. Kirkey		
D. Rennette		
D. Yemm		
Vacant		

Carried

Chairperson:



PASTPERFECT software tools & products
museum collection management **SOFTWARE**

Price Quote

300 N. Pottstown Pike Suite 200 | Exton, Pennsylvania 19341 | www.MuseumSoftware.com | 800-562-6080 | Support@MuseumSoftware.com

John-Paul
Township of Nipissing
45 Beatty Street
Nipissing, ON P0H 1W0 Canada

Tracking # 49076
Quote Date September 28, 2023
Valid Through December 27, 2023

Dear John-Paul,

Thank you for your interest in PastPerfect! The following is the price quote you requested. We offer a 20% discount for institutional members of the American Association for State and Local History (AASLH); **please provide your AASLH membership number when placing your order to receive this discount.** More information on AASLH can be found at www.aaslh.org.

Product	Qty.	Standard	AASLH
PastPerfect Version 5.0 Basic Program	1	\$870.00	\$696.00
MultiMedia / Digital Imaging	1	\$385.00	\$308.00
Canada Shipping		\$45.00	\$45.00
Total Amount (US Dollars)		\$1,300.00	\$1,049.00

The Version 5 Basic Program includes an installation CD, a quick-start installation guide, a copy of the User Guide, and 30 days of support. We also offer an optional Annual Support service, which enables your organization to contact our support office any time you have a question regarding your software. The first year of Annual Support is discounted if purchased with the Basic Program and would start after the first 30 days. If you opt not to purchase Annual Support, you will transition to Per-Incident Support, which is priced at \$85/incident.

Thank you again for considering PastPerfect. If you have any questions, please do not hesitate to contact me by email at matthew@museumsoftware.com or by phone at 1-800-562-6080 ext. 1109.

Sincerely,
Matthew Boorse
Museum Software Specialist
PastPerfect Software, Inc.

Please Note: The pricing on this quote is valid for 90 days. Please call our toll-free number 1-800-562-6080 to confirm pricing when ordering after 90 days from date of quote.