

Nipissing Township Museum



"Life the way it should be" ESTABLISHED 1888

Nipissing Township Museum Board Meeting

***** AGENDA *****

Wednesday, April 3, 2024

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

1. Disclosure of pecuniary interest.
2. Motion: Apoint a Chairperson for 2024.
3. Motion: Approve the Minutes of the Board Meeting held October 4, 2023.
3. Discussion: 2024 Season opening and staffing plan.
4. Staff Updates:
 - a. Past Perfect Software installation and progress.
 - b. Collaboration work with area museums on Nipissing-Rosseau Road Celebrations.
 - c. Candy selection for 2024.
 - d. Museum Foundation Repair Grant Application 2024.
 - e. Passport Program update for 2024.
5. 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>

4363 Highway 654
General Delivery
Nipissing, ON P0H 1W0
705-724-2938 Phone
museum@nipissingtownship.com



MOTION

DATE: April 3, 2024

MOTION NUMBER: 2024-01

MOVED BY:

SECONDED BY:

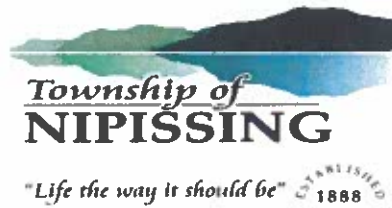
THAT we hereby appoint _____ Chairperson of the Nipissing Township Board of Management for 2024.

For Against

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

Carried

Chairperson:



MOTION

DATE: April 3, 2024

MOTION NUMBER: 2024-02

MOVED BY:

SECONDED BY:

THAT we approve the Minutes of the Board Meeting held October 4, 2023.

For Against

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

Carried

Chairperson:

MINUTES

Nipissing Township Museum Board of Management
October 4, 2023

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, October 4, 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; Debbie Rennette and Gladys Bateman

Regrets: Mary Heasman

Staff: Gillian Bernas, Interim Museum Manager; Will Bateman, Fire Chief-MLEO-CEMC and Kris Croskery-Hodgins, Secretary to the Museum Board.

MOTION NUMBER 2023-30

Moved by: Dave Yemm Seconded by: Debbie Rennette

That we approve the Minutes of the Nipissing Township Board Meeting held September 6, 2023, as presented. **Carried.**

Fall Fest – Donations and fundraising totals and overall participation and attendance figures were provided.

MOTION NUMBER 2023-31

Moved by: Dave Yemm Seconded by: Gladys Bateman

That we approve the Nipissing Township Museum Operating Standards as presented. Attached as "Appendix A". **Carried.**

MOTION NUMBER 2023-32

Moved by: Debbie Rennette Seconded by: Gladys Bateman

THAT the 2024 Heritage Day Theme will be "150th Anniversary – Nipissing-Rosseau Road: Heritage Families".

The date of the celebration will be August 18, 2024. **Carried.**

MOTION NUMBER 2023-33

Moved by: Dave Yemm Seconded by: Norah Jackson

THAT the Nipissing Township Museum 2024 Events will be:

Museum Fall Fest/Recreation Trunk Sale – date to be determined, possibly September 14, 2024.

Carried.

MOTION NUMBER 2023-34

Moved by: Dave Yemm Seconded by: Gladys Bateman

That the Candy budget for 2024 will be \$1,500.00.

That the Merchandise and Book budget for 2024 will be \$1,500.00. **Carried.**

MOTION NUMBER 2023-35

Moved by: Dave Yemm Seconded by: Debbie Rennette

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. **Carried.**

MOTION NUMBER 2023-36

Moved by: Dave Yemm

Seconded by: Gladys Bateman

That the Board meeting is hereby adjourned at 7:40 p.m. Next meeting will be held Wednesday, April 3, 2024 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.



MOTION

DATE: April 3, 2024

MOTION NUMBER: 2024-03

MOVED BY:

SECONDED BY:

THAT we adjourn this meeting at _____ p.m.

Next meeting to be held May 1, 2024 at 6:30 p.m.

For Against

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

Carried

Chairperson:

Nipissing Township Museum Board Meeting April 3, 2024

STAFFING & WORK PLAN

Project Plan for Museum Students

- Finish inventory of artifacts in the Office/Gift Shop and the Church
- Develop programs and activities for visitors
- Help organize Heritage Day and the Fall Fest & Market events

Work Plan for Museum Manager

- Work onsite at the museum on Saturdays and Sundays and **as needed** Wednesdays to Fridays.
- Work at the Township Office Wednesdays to Fridays.
 - The development of exhibit text & advertising media, as well as the inputting of data from paper records into the Collections Management Software can be done from the office **when office duties allow**.

COLLECTION RECORDS CONSOLIDATION: PAST PERFECT SOFTWARE UPDATE

The PastPerfect 5 Program for collections management installed on Museum Laptop.

All of these records will be entered by hand to ensure the most accurate information and to avoid redundancy and confusion.

Process: Information is being entered chronologically into PastPerfect come from the following sources:

- 1) Paper Records (Catalogue forms, Condition reports, Gift forms, Loan forms)
- 2) Catalogue Lists (Q-cards & binder)
- 3) Microsoft Access Catalogue Records (there are 2 that are mostly the same)
- 4) Excel Inventory of the Church, begun 2019 ****needs completion**
- 5) Student Inventory of the Hardware Store, Completed 2023
- 6) Student Inventory of the Storage Room in the Office/Store **** needs completion**
- 7) Inventory of Storage Area in Community Centre, Completed 2018
- 8) Inventory of Displays in Store ****needs completion**
- 9) Photographs saved on Museum Laptop

By the time we have consolidated all the available information from these sources we will have as clear a picture as possible:

- a) What artifacts we **do have** and **where they are** currently
- b) What artifacts we should have and are **missing**
- c) What artifacts we have been **loaned** and should **be returned** to their owners
- d) What objects we have that we have no information about and need to be either **catalogued** or **disposed of**
- e) What has been **catalogued incorrectly** and needs to be properly catalogued and numbered ***in most cases it is not worthwhile to change numbers unless they are duplicates***
- f) What objects and artifacts are irrelevant and/or redundant and can be **deaccessioned**
- g) What artifacts need **conservation** work ***and therefore what resources are required**
- h) What other issues we may have with our records or our collection that may need to be addressed in future

Next Step

Applying physical Accession numbers to artifacts that do not already have correct numbers.

CANDY SELECTIONS FOR 2024

Changes to Candy Selections: Decreasing the amount of candy requiring packaging by staff and increasing the selection of the bulk individually wrapped candies, with the view to providing visitors the experience of purchasing candy by weight using the scales that were from the Moore Bros. general store.

MUSEUM FOUNDATION REPAIR GRANT APPLICATION

We have applied to the Ontario Trillium Fund for a grant to repair the foundations of the Office/Gift Shop.

If the township receives funding for this project, the timeframe of the construction will be roughly mid-September to November 2024.