



Agenda
Museum Advisory Committee

December 11, 2019

6:30 pm

St. Marys Museum

177 Church Street South, St. Marys

Pages

1. CALL TO ORDER

2. DECLARATION OF PECUNIARY INTEREST

3. AMENDMENTS AND APPROVAL OF AGENDA

RECOMMENDATION

THAT the December 11, 2019 Museum Advisory Committee agenda be accepted as presented.

4. DELEGATIONS

5. ACCEPTANCE OF MINUTES

3

RECOMMENDATION

THAT the October 30, 2019 Museum Advisory Committee minutes be accepted as presented.

6. BUSINESS ARISING FROM MINUTES

6.1 2020 Fees for Service Update

7

6.2 Draft 2020 Museum and Archives Budget

9

7. REPORTS

7.1 Museum Monthly Report

10

RECOMMENDATION

THAT MUS 14-2019 October and November Monthly Report (Museum and Archives) be received for information.

7.2 Council Monthly Report

8. OTHER BUSINESS

8.1 Artifact Deaccessioning

13

RECOMMENDATION

THAT 972.162.1 be deaccessioned

RECOMMENDATION

THAT 973.397.2 be deaccessioned

RECOMMENDATION

THAT 985.168.4 be deaccessioned

RECOMMENDATION

THAT 973.351.1 be deaccessioned

8.2 Election of 2020 Chair and Vice-Chair

8.3 2020 Museum Advisory Committee Meeting Schedule

9. UPCOMING MEETINGS

Wednesday, January 8, 2020 at 6:30 pm

10. ADJOURNMENT



Minutes

Museum Advisory Committee

October 30, 2019

6:00 pm

St. Marys Museum

177 Church Street South, St. Marys

Member Present Councillor Hainer, Doug Fread, Peter McAsh, Scott Crawford,
Karen Ballard

Member Absent Krissy Nickle

Staff Present Amy Cubberley, Curator and Archivist

Matthew Brown, Corporate Communications and Events
Manager

1. **CALL TO ORDER**

In the absence of the Chair and Vice-Chair, Scott Crawford called the meeting to order at 6:02 p.m.

2. **DECLARATION OF PECUNIARY INTEREST**

None declared.

3. **AMENDMENTS AND APPROVAL OF AGENDA**

Moved By Peter McAsh

Seconded By Councillor Hainer

THAT the October 30, 2019 Museum Advisory Committee meeting agenda be accepted as presented.

Carried

4. DELEGATIONS

Doug Fread joined the meeting and assumed his role as Chair.

Matthew Brown introduced himself to the Committee, explaining that he was attending in the absence of the Director of Corporate Services.

5. ACCEPTANCE OF MINUTES

Moved By Scott Crawford

Seconded By Councillor Hainer

THAT the October 9, 2019 Museum Advisory Committee minutes be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

6.1 2020 Fees for Service

In response to the recommendation made at the October 9, 2019 Museum Advisory Committee meeting, the Friends of the St. Marys Museum held a special meeting on October 15, 2019 to review the proposed 2020 Museum Fees for Service and their potential impact on their membership structure. The Friends' recommendation made at the October 15 meeting, the 2020 Museum Fees for Service, and the St. Marys Museum Revenue Generation Strategy were presented in MUS-12-2019 for information.

Moved By Peter McAsh

Seconded By Councillor Hainer

THAT the Museum Advisory Committee has reviewed the 2020 Museum Fees for Service and support the proposed fees with the exception of the changes to admission fees.

AND

The Museum Advisory Committee recommend that the Museum continue with admission by donation, with a more prominent donation box, and a posted suggested donation of \$5.

AND

The Museum Advisory Committee recommend to Council that they accept the Friends of the Museum's offer to finance the difference in admission fees for 2020.

7. REPORTS

7.1 Museum Monthly Report

The Curator/Archivist updated the Committee on recent Museum activities, highlighting school programming, participating in the Ontario Museum Association conference, and success with federal grant applications. A formal report for October and November will be provided at the December 11 meeting.

7.2 Council Report

Councillor Hainer provided the Committee with an update on recent Council activity.

8. OTHER BUSINESS

Chair Fread informed the Committee that the 2020 Rotary Calendar is going to print shortly. He thanked to the Museum for providing the historic photos for the calendar.

9. UPCOMING MEETINGS

Wednesday, December 11 at 6:30 p.m.

The Curator/Archivist informed the Committee that an election will take place at this meeting for the 2020 positions of Chair and Vice Chair.

10. ADJOURNMENT

Moved By Peter McAsh

Seconded By Karen Ballard

THAT the October 30, 2019 Museum Advisory Committee meeting adjourn at 7:10 p.m.

Carried

Chair Doug Fread

Board Secretary Amy Cubberley

St. Marys Museum and Archives – Fees for service, 2020

Item or Service	Fee
Admission to Museum for self-guided tours.	Admission by donation.
Admission to Archives for independent researchers – staff assistance limited to a welcome and brief orientation.	No charge – donations gratefully accepted.
Admission to Museum for guided group tour- regular hours	\$4.50 per person- adult \$3.75 per person- senior
Admission to Museum for guided group tour- after hours	\$5.00 per person- adult \$4.25 per person- senior
Outreach Programming- adult/senior day programs	By donation
Curriculum Based School Field Trips	\$3.25/student
Visiting researchers and distance research requests – full staff assistance required.	Researcher's choice: \$5.75 per article OR: \$33.00/hour research assistance fee. Minimum charge: ½ hour or \$16.50
Reproduction of photographs from Museum's collection. Note: Museum staff will only copy images if there are no copyright restrictions. A Reproduction Agreement must be signed before high resolution digital copies will be released.	\$12.25 Digital Image on CD or via email for personal use. \$22.45 Digital Image on CD or via email for commercial use.
Photocopying of materials in archival collection. Note: Museum staff will only copy material if there are no copyright restrictions.	\$0.30 per black and white copy \$1.30 per colour copy Museum staff reserves the right to restrict the number of pages of published material copied by a researcher if it appears to exceed what would reasonably be required for personal use.
Copying material from newspapers on microfilm:	Copies printed from the microfilm reader: \$0.60 per copy (black and white) Researcher provides staff with information (date of paper, article reference and page number) and asks staff to print copies from microfilm - \$2.25 per reference will be charged Digital Microfilm Scans:

	Emailed material: \$0.60 per scanned item. Only CDs and/or USB sticks provided by the St. Marys Museum and Archives may be used on Museum owned computers.
Freedom of Information requests – will be made through corporate FOI officer.	In accordance with municipal policy and provincial/federal legislation.

Please Note:

- All fees include applicable HST.
- Staff will ensure patrons are aware of fees before any service is provided.
- Copies, including digital photos, are provided for personal research only. Permission to use material for publication in printed or electronic form must be cleared with copyright holders.
- Some large research projects may require extra staff resources. The Curator/Archivist and the researchers will determine fees for these projects before the research begins.
- Fees for staff assistance may be waived or reduced only at the discretion of the Curator/Archivist – for instance, in the case of a student working on a school project.
- Fees will be posted in the research area and will be available electronically.
- Fees will be reviewed regularly and may change as additional materials become available.



MUSEUM

	2019 Budget	2020 Budget	\$ Levy Impact Fav (Unfav)	% Levy Impact Fav (Unfav)
REVENUE				
DONATIONS	(12,000)	(15,000)	3,000	25.0%
FEES, CHARGES & PROGRAM REVENUE	(14,050)	(14,700)	650	4.6%
GRANTS	(23,810)	(28,810)	5,000	21.0%
INTERNAL (REVENUE) EXPENSE	925	925	-	- %
TOTAL REVENUE	(48,935)	(57,585)	8,650	17.7%
EXPENSE				
ADVERTISING, MARKETING & PROMOTION	3,900	3,500	400	10.3%
CONFERENCES, SEMINARS & TRAINING	1,600	-	1,600	100.0%
CONTRACTED SERVICES	400	200	200	50.0%
MATERIALS & SERVICES	13,575	12,250	1,325	9.8%
PROFESSIONAL FEES	1,000	1,000	-	- %
PROGRAM EXPENSE	1,200	1,200	-	- %
SALARIES, WAGES & BENEFITS	132,947	137,946	(4,999)	(3.8%)
SUPPLIES	1,000	1,000	-	- %
TOTAL EXPENSE	155,622	157,096	(1,474)	(0.9%)
TOTAL	106,687	99,511	7,176	6.7%

Donations

- Increased based on historical trending

Grants

- Increase in estimated Federal funding

Conferences, Seminars & Training

- Training costs efficiencies through consolidation within the Corporate Services Department

MONTHLY REPORT

To: Chair and Members of the Advisory Committee

From: Corporate Services

Date of Meeting: 11 December 2019

Subject: MUS 14-2019 October and November Monthly Report
(Museum and Archives)

RECOMMENDATION

THAT MUS 14-2019 October and November Monthly Report (Museum and Archives) be received for information.

DEPARTMENTAL HIGHLIGHTS

- **Administrative/Funding**
 - Volunteers logged 33 hours in October and 56 hours in November.
 - 65 for 65 campaign launched on October 18. Response rate at 49% with \$4030 raised.
 - Curator/Archivist participated as a panelist with ROM Inclusion Manager and Markham Museum Curator during a session at the Ontario Museum Association annual conference on October 25.
 - Met with Corporate Communications and Events staff regarding promotion of upcoming Space to Spoon exhibit and Museum's involvement in 2020 events such as Canada Day and Homecoming.
- **Programming**
 - Seminar about Fire Department history was led by Andy Anderson, Mary Smith and Amy Cubberley on October 17. It was sold out, with 25 in attendance.
 - Staff and volunteers led 9 school field trips in October and 9 field trips in November for students at Little Falls Public School and Holy Name of Mary Catholic School. 6 field trips currently books for December.
 - Panoramic St. Marys, led by Mary Smith, Mark Azzano and Amy Cubberley offered twice in November, with both seminars at capacity.
- **Research/Exhibits/Collections Management**
 - First Line of Defence: The Canadian Militia exhibit opened in the Holt Military Gallery on November 11.
 - Do You Hear What I Hear? Holiday music exhibit opened on November 29.
 - Volunteers continue with textile storage room audit.
 - Making final arrangements for Space to Spoon, arriving mid January and opening to the public on January 20.
 - It's About Time exhibit to open mid-January.
 - Preliminary exhibit planning meetings underway with Emm Gryner for upcoming Summer 2020 exhibit.
- **Upcoming Highlights**
 - Christmas Open House, December 8

- o Christmas programming, November 29-December 19
- o Space to Spoon, opening January 20, 2020

Attendance Statistics:

October 2019 Museum Traffic Numbers													
	Museum Tour		Archival Research		Don.	Vol.	Oth.	h/ External	Group Visit/		Gift Shop	Washroom	Total
	In Town	Out of Tow	In Town	Out of Tow					In Town	Out of Tow			
Adult (18-64)	2	14	5	0	0	0	16	11	11	0	2	1	62
Senior (65+)	1	24	4	4	6	8	3	18	3	0	3	0	74
Youth (12-17)	0	0	0	0	0	0	0	0	51	0	0	0	51
Child (0-11)	0	0	0	0	0	0	0	89	59	0	0	0	148
Member	0	0	17	0	0	10	10	0	30	0	0	0	67
Total:	3	38	26	4	6	18	29	118	154	0	5	1	
								Monthly Traffic Total:		402			

October 2018 attendance: 505

November 2019 Museum Traffic Numbers													
	Museum Tour		Archival Research		Don.	Vol.	Oth.	h/ External	Group Visit/		Gift Shop	Washroom	Total
	In Town	Out of Tow	In Town	Out of Tow					In Town	Out of Tow			
Adult (18-64)	7	9	4	3	3	3	20	6	19	0	6	1	81
Senior (65+)	6	5	2	0	3	3	5	41	0	0	3	0	68
Youth (12-17)	0	0	0	0	0	0	0	0	0	0	0	0	0
Child (0-11)	2	1	2	0	0	0	1	19	142	0	0	0	167
Member	3	0	14	0	6	21	16	0	43	0	0	0	103
Total:	18	15	22	3	12	27	42	66	204	0	9	1	
								Monthly Traffic Total:		419			

November 2018 attendance: 484

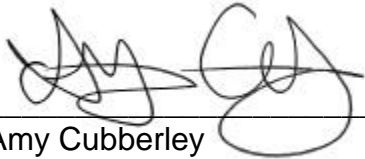
Traffic Statistics for "Picture St. Marys" on Our Ontario website

(Location of 3,000 digitized photographs from Museum's collection)

Month/Year	# Visitors to Site	# Visits to Site
October 2018	605	749
October 2019	535	709
November 2018	575	695
November 2019	504	705

REVIEWED BY

Recommended by the Department

A handwritten signature in black ink, appearing to read 'Amy Cubberley', written over a horizontal line.

Amy Cubberley
Curator and Archivist

INFORMATION REPORT

To: Chair and Members of the Advisory Committee

Prepared by: Amy Cubberley, Curator and Archivist

Date of Meeting: 11 December 2019

Subject: **MUS 15-2019 Artifact Deaccessioning**

RECOMMENDATION

THAT MUS 15-2019 Artifact Deaccessioning be received for information

and

THAT 972.162.1, 973.397.2, 985.168.4 and 973.351.1 be approved for deaccessioning by the Museum Advisory Committee.

BACKGROUND

Through regularly scheduled audits of collections storage areas, staff occasionally make recommendations to deaccession artifacts. This may be due to a number of reasons, but is usually because an artifact is inappropriate to the collection, is a duplicate, is in poor condition, or was never intended to be an artifact. Museums must follow procedures defined by the Ministry of Heritage, Sport, Tourism and Culture Industries museum standards when deaccessioning artifacts, which includes seeking and receiving approval from a museum's governing or advisory board.

REPORT

In recent months, the Museum Assistant has identified four artifacts that are recommended for deaccession:

972.162.1: wooden stick. There is no donor information, provenance or context for this artifact. It is believed that it may have never been intended as an artifact and was accidentally accessioned by a volunteer in the 1970s.

973.397.2: postcard. This is a faded postcard view of Paris, France, in a damaged frame. This artifact has no known connection to St. Marys.

985.168.4: Photo album. This is a photo album of the Museum's bi-centennial celebrations. While there is historic value to these photos, they should be in an archival collection and should not be accessioned as an artifact. Staff recommend that this album be deaccessioned, the photos be removed and transferred to acid-free files in an archival collection.

973.351.1: bookstand. There is no donor information, provenance or context for this artifact. It is in poor condition and is broken beyond reasonable repair.

SUMMARY & IMPLICATIONS

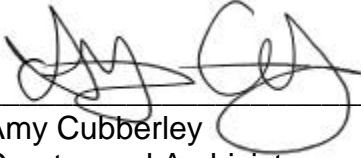
With the Museum Advisory Committee's approval, Museum staff will move forward in deaccessioning these four artifacts.

OTHERS CONSULTED

Bethany Kearsley, Museum Assistant

REVIEWED BY

Recommended by the Department

A handwritten signature in black ink, appearing to read 'Amy Cubberley', written over a horizontal line.

Amy Cubberley
Curator and Archivist