



Agenda Museum Advisory Committee

February 12, 2020

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 February 12, 2020 Museum Advisory Committee meeting agenda be accepted as presented.

- 4. DELEGATIONS**
- 5. ACCEPTANCE OF MINUTES**

RECOMMENDATION

THAT the January 8, 2020 Museum Advisory Committee minutes be accepted as presented.

- 6. BUSINESS ARISING FROM MINUTES**
- 7. REPORTS**

7.1 Museum Emergency Response Plan

3

RECOMMENDATION

THAT MUS 03-2020 Emergency Response Plan be received for information.

7.2 Museum Collections Management Policy

11

RECOMMENDATION

THAT MUS 02-2020 Human Resources Policy Update be received for information and review

and

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Collections Management Policy be approved as presented.

7.3 Museum and Archives Monthly Report

20

RECOMMENDATION

THAT MUS 05-2020 February Monthly Report (Museum and Archives) be received for information.

8. OTHER BUSINESS

8.1 Friends of the Museum Directors designate

9. UPCOMING MEETINGS

March 11, 2020 at 6:30 pm

10. ADJOURNMENT

RECOMMENDATION

THAT the St. Marys Museum Advisory Committee meeting adjourn at p.m.



INFORMATION REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Mark Azzano, Curatorial and Programming Assistant
Date of Meeting:	12 February 2020
Subject:	MUS 03-2020 Emergency Response Plan

INFORMATION

This report provides rationale for updating the St. Marys Museum Emergency Response Plan.

RECOMMENDATION

THAT MUS 03-2020 Emergency Response Plan be received for information.

BACKGROUND

At the July 10, 2019 Museum Advisory Committee Meeting, the following recommendation was made:

Moved By Councillor Hainer

Seconded By Peter McAsh

THAT the St. Marys Museum Advisory Committee direct staff to review the Emergency Response Plan cited in the Collections Management Policy with the St. Marys Fire Chief and bring it to the Museum Advisory Committee for review before the end of the 2022 term.

REPORT

Along with the Curator & Archivist, the Curatorial and Programming Assistant reviewed the St. Marys Museum Emergency Response Plan and made minor updates. This included updating risk assessment and mediation methods, updating wording to clarify the Museum's outbuildings, and access to a list of Emergency Team Members who can be contacted in the event of an emergency. The Curatorial and Programming Assistant also reviewed the Ministry of Heritage, Sport, Tourism and Culture Industries' *Standards for Community Museums in Ontario* to ensure that the policy is still compliant with provincial Human Resources standards.

SUMMARY & IMPLICATIONS

The St. Marys Museum Emergency Response Plan has been reviewed by the Curator & Archivist and the Curatorial and Programming Assistant. Minor changes have been made to reflect the current Museum grounds and clarifying wording. This Plan falls under Human Resources and Conservation Standards, which are two of ten standards that the St. Marys Museum must meet in order to qualify for funding under the Community Museum Operating Grant from the Province of Ontario.

OTHERS CONSULTED

Amy Cubberley, Curator and Archivist

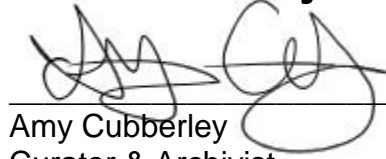
Brian Leverton, Fire Prevention Officer

ATTACHMENTS


St. Marys Museum Emergency Response Plan.

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 & Archivist

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

Mark Azzano
Curatorial and Programming Assistant



Emergency Response Plan

Policy Statement

The St. Marys Museum has the responsibility of maintaining the safety of its employees, volunteers, and visitors. It also must protect and preserve its collection for future generations. The Museum will proactively assess risks and take steps to mediate them whenever possible. In the event of an emergency, the Museum's staff will be equipped with the knowledge and resources to ensure the safety of its patrons and collection.

Scope

The terms of this policy are specific to St. Marys Museum main building and site. In the case of a more general emergency affecting other parts of the community, procedures outlined in the Emergency Response Plan for the Town of St. Marys take precedence.

Purpose

The St. Marys Museum's Emergency Response Plan is in place to reduce the potential for disasters by identifying risks and taking preventative measures to reduce these risks. This plan will outline procedures to follow in order to conserve the building and collection. However, in the event of an emergency human safety is the top priority.

Responsibilities

The Town of St. Marys is committed to ensuring that staff responsible for administering the Museum, its collection, and its programs have appropriate professional training and that all Museum activities are carried out by appropriately trained staff and volunteers.

Director of Corporate Services and/or Curator and Archivist

- Understand and stay updated on this policy's content
- Train Team Members and volunteers on this policy

Museum Advisory Committee

- Review this policy on a regular basis and approve alterations

Guidelines

Risk	Assessment	Mediation
Fire: arson or accidental	The St. Marys Museum's main building is over 165 years old. It is made of stone, but the timber beams and interior walls	<ul style="list-style-type: none">• fire extinguishers in all areas of the house and out buildings, checked monthly, inspected yearly, with team members trained to operate them• heat and smoke detectors on all levels, remote 24 hour monitoring

Commented [JM1]: What about additional buildings?

Commented [JM2]: What does this mean?

Risk	Assessment	Mediation
	<p>are old and dry and would burn rapidly if a fire started.</p> <p>There are two out buildings: the barn and the woodworking shop. The barn is entirely wood while the woodworking shop has a wood interior. Both are highly susceptible to fire damage.</p>	<p>service, inspected and tested annually</p> <ul style="list-style-type: none"> • battery backup to alarm system in case of power outage • monthly inspection of building by health and safety committee • inspected annually by the fire chief • good housekeeping to keep storage and work areas uncluttered, weekly garbage pickup • no flammable materials, such as nitrate-based film, stored in building • Town's no-smoking policy strictly enforced
Storms, snow, damage from high winds, heavy rains	House is sturdily built and has survived over 165 years with no serious weather damage; shutters and shingles are vulnerable; damage from falling limbs of tall trees in park a possible risk.	<ul style="list-style-type: none"> • regular inspection of building by team members from the municipal building department • staff will check roof, chimneys, windows and exterior wood trim for maintenance issues, especially following weather events • trim dead branches or completely remove aging trees near the building
Water damage from flooding, seepage, leaks, defective plumbing	Flooding or ground water seepage are not threats to the Museum because of the building's location on top of a hill with good drainage; roof is maintained to prevent leaking; potential damage from broken pipes is minimized by isolating all plumbing to the back corner of the building over a basement area where nothing of value is stored. This part of the basement has a flagstone floor and	<ul style="list-style-type: none"> • maintain plumbing, checking regularly • check attics and basements after heavy rain • in winter, monitor snow and ice on roofs • work to minimize risk of fire (see above)

Commented [JM1]: What about additional buildings?

Commented [JM3]: Who's policy is this?

Commented [JM4]: What about snow?

Risk	Assessment	Mediation
	<p>water drains through it quickly.</p> <p>Water damage from firefighting could potentially be extremely serious and established priorities for salvaging the collections would apply.</p>	
Biological threats – damage from insects, vermin, and molds.	The main Museum building is old and the potential for insect and rodent damage exists. The basement areas are reasonably dry but it is possible that molds could develop there.	<ul style="list-style-type: none"> • regular inspections and good housekeeping • no food is left in the open, in the kitchen area, or in garbage containers within the building • wool and fur materials in the collection are stored separately and inspected each spring and fall • Basements are regularly inspected for mold by the Health and Safety Committee
Theft or vandalism	These risks always exist. The Museum is located in a park and is relatively isolated from other buildings. There is often an increase in vandalism in early summer, when school is out and evenings become warmer. Theft of artifacts within the building could also occur.	<ul style="list-style-type: none"> • the exterior of the building is well-lit with photocell lights. These are checked regularly for burned out bulbs • the Museum has an intrusion alarm system with 24 hour monitoring in each building. The system is inspected yearly. The monitoring system reports any problems such as low batteries in any of the units. • large shrubs and plantings have been removed from the perimeter of the Museum building to allow clear sight lines from the street • police are asked to patrol regularly at night • Museum neighbours are encouraged to watch for any suspicious behavior and report it to the police • young people who live close to the park and may visit after dark are encouraged to be protectors of the

Commented [JM1]: What about additional buildings?

Risk	Assessment	Mediation
		<p>buildings and property rather than destroyers</p> <ul style="list-style-type: none"> • any small acts of vandalism are cleaned up immediately to discourage "copycat" acts • risk of theft of artifacts by visitors to the Museum is minimized by staff vigilance of visitors and knowledge of artifacts on display • team members are trained how to monitor visitors and check on visiting groups discreetly • small, valuable artifacts are only exhibited behind glass in locked cases • breakable artifacts are displayed as out of reach as possible • premises are inspected regularly (frequency depends on the season: once or twice daily at the height of the summer season) to make sure all artifacts on display are in place • storage areas are locked and inaccessible to visitors; storage areas open to view have restricted access

Commented [JM1]: What about additional buildings?

Commented [JM5]: Of what?

Emergency Response Procedures

Fire

1. Call 911
2. Follow Evacuation Procedure for all visitors.
3. If the fire is small and contained, use an extinguisher. Do not jeopardize personal safety. Do not allow the fire to come between you and the exit.
4. Evacuate if you cannot extinguish the fire.
5. Notify the Emergency Team Members.
6. Enter the building when permitted by authorities, assess losses and damage, and implement recovery procedures.

Commented [JM6]: Where are recovery procedures listed?

Commented [JA7R6]:

Flooding and Water Damage

1. Be aware that wet electrical wiring or appliances can be extremely dangerous. If there is standing water anywhere in the building, leave and do not re-enter until this danger has been assessed and remedied.



2. Enter the building when permitted by authorities, assess loss or damage and implement recovery procedures.

Biological Threat

1. Take immediate action. For instance, isolate an infested artifact following procedures recommended by the Canadian Conservation Institute fact sheets to eliminate the pest.

Severe Storm

1. Ensure the safety of staff and visitors by gathering them on the main floor.
2. Keep everyone away from windows; do not let them leave until the storm subsides.
3. Do not touch wires or electrical appliances.
4. When the storm is over, leave the building in an orderly fashion.
5. If damage is suspected, re-enter the building when permitted by authorities. Assess losses or damage and implement recovery procedures.

Theft and Vandalism

1. If there are signs that the building has been broken into or vandalized, do not enter the premises. Call the police.
2. Do not disturb the scene.
3. Enter the building when permitted by authorities, assess loss or damage and implement recovery procedures.

General Procedures

1. Take every step to ensure safety of personnel.
2. Phone 911 identifying the emergency service required.
3. Leave the building and do not re-enter until permitted by authorities.
4. Inform and assemble the **Emergency Team members**. They are listed in the kitchen alongside the Museum's policies.
5. Assess damages or losses and begin recovery procedures.
NOTE: In the collection storage areas, the artifacts that are high priority items for recovery will have a red tag prominently attached. A list of high priority items to recover is available near every door.
6. Get professional help in emergency treatment and stabilization of damaged artifacts.
7. Backup collection records are stored offsite.
8. A copy of this Emergency Plan document is at the Town Hall and at the Fire Hall.

Commented [JM8]: Who are they? Is this the Corporate team?

Communication

This policy is posted on the company drive and the original copy is located at the Museum.

Training

Team Members receive training on this policy during orientation.

Page 5 of 6

Document Name: Emergency Response Plan
Document #: MUS-P004
Issue Date: June 2003
Revision: 2
Rev Date: December 2019



Evaluation

The Museum Emergency Plan is reviewed regularly and evaluated after any serious incident. The Museum Board will review this policy on a regular basis. Alterations to the existing policy are not permitted without the Board's approval.

References

Canadian Conservation Institute
Town of St. Marys Emergency Response Plan
Ministry of Heritage, Sport, Tourism, and Culture Industries, *Standards for Community Museums in Ontario*

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
	June 2003	Inception			
1	March 27, 2014	Accessible format, template change			
2	December 24, 2019	Minor edits and updates			



INFORMATION REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Amy Cubberley, Curator and Archivist
Date of Meeting:	12 February 2020
Subject:	MUS 04-2020 Collections Management Policy

INFORMATION

This report provides rationale for updating the St. Marys Museum Collections Management Policy.

RECOMMENDATION

THAT MUS 02-2020 Human Resources Policy Update be received for information and review and

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Collections Management Policy be approved as presented.

BACKGROUND

During the 2014-2018 term of Council, the St. Marys Museum Board reviewed and updated all Museum policies. These policies are to be reviewed on a three year cycle moving forward and the St. Marys Collections Management Resources Policy is due for review.

REPORT

The Curator & Archivist and Curatorial and Programming Intern have reviewed the St. Marys Museum Human Resources Policy and made minor updates. This included updating job titles to reflect the current Town of St. Marys corporate structure and minor adjustments to wording.

The Curator & Archivist also reviewed the Ministry of Heritage, Sport, Tourism and Culture Industries' Standards for Community Museums in Ontario to ensure that the policy is still compliant with provincial Collections Management standards. The St. Marys Museum Collections Management Policy was reviewed by the Ministry of Heritage, Sport, Tourism and Culture Industries staff as part of the Community Museum Operating Grant application in 2018 and deemed to be compliant.

SUMMARY & IMPLICATIONS

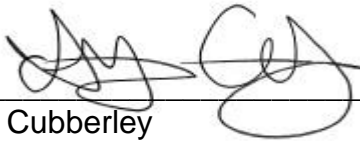
The St. Marys Museum Collections Management policy has been reviewed and minor changes have been made to reflect current procedures and job titles. Collections Management is one of ten standards that the St. Marys Museum must meet in order to qualify for funding under the Community Museum Operating Grant.

ATTACHMENTS

St. Marys Museum Collections Management Policy

REVIEWED BY

Recommended by the Department

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Amy Cubberley
Curator & Archivist

St. Marys Museum Collections Management Policy

1.0 Policy Statement

The acquisition and management of artifacts and archival materials is a major activity of the St. Marys Museum. Working within the scope of its Values and Statement of Purpose and with the objective of fulfilling its Vision, the Museum has policies for both the development and the maintenance of the collection.

2.0 Scope

The terms of this policy shall apply to all artifacts and archival materials the Museum's permanent collection, the Museum's historic buildings, and any artifacts on loan to the Museum.

3.0 Purpose

Acquiring and conserving artifacts are important and necessary tasks at the St. Marys Museum to ensure research and public education is achieved.

4.0 Definitions

4.1 Accession Number

A tracking number assigned to an artifact accepted into the Museum's permanent collection; based on the year in which the artifact came to the Museum and the donor.

4.2 Artifact

An object that has been made or modified by human beings and is considered to be part of the Museum's collection.

4.3 Borrower

An individual, group or institution who has been granted temporary custody of parts of the Museum collection.

4.4 Deaccession

The permanent removal of an artifact from the Museum's collection.

4.5 Donor

An individual, group or institution who plans to or has left an object at the Museum as an unconditional gift.

4.6 Lender

An individual, group or institution who has granted temporary custody of objects or artifacts.

4.7 Object

Something that can be seen and touched; a material thing; not necessarily an artifact.

5.0 Ethical and Legal Responsibilities

5.1 Ethics

The St. Marys Museum acquires artifacts and/or collections only if it has adequate resources (human, financial, temporal, and spatial) to document, preserve, store, research, exhibit and interpret the artifact/collection being considered.

The St. Marys Museum does not acquire material:

- a) which has been collected, sold or otherwise transferred in contravention of any provincial or national statute;
- b) which has questionable, undetermined or unethical history of ownership;

The St. Marys Museum holds the artifacts in its collection in trust for the community. The Museum upholds all federal, provincial and municipal legislation, legally binding trusts or conditions relevant to procedures for collections management.

6.0 Training

- a. The Director of Corporate Services (The Director) and/or Curator shall ensure that all staff and volunteers working with artifacts or archival documents are aware of and familiar with the Collections Policy.
- b. The Director and/or Curator shall advise and train museum staff and volunteers in the proper care and handling of artifacts and archival documents.
- c. The Director and/or Curator shall advise and train museum staff and volunteers in good housekeeping and recordkeeping practices when working with the collection.
- d. The Director and/or Curator shall advise and train museum staff and volunteers on the safe packing, unpacking, storage and transportation of artifacts and archival documents.
- e. The Director and/or Curator shall recommend training opportunities to Museum staff to maintain or develop their knowledge and skills. -Training opportunities include but are not limited to, attendance at seminars, conferences, workshops and courses, and study visits.

7.0 Collections Management Program

7.1 Collection Development and Acquisition

1. The St. Marys Museum collects artifacts and archival materials that are significant to the history of St. Marys and its surrounding community. Artifacts not related to the history of this area are not accepted into the permanent collection.

2. As needed, the Curator and the Museum Board evaluate the collection to identify gaps that need to be filled so that the Museum can effectively interpret the history of the community. The Museum publicizes its collecting objectives within the community and actively works to fill these gaps.
3. Artifacts are added to the collection through donation. The Museum does not have an acquisitions budget but can provide tax receipts for fair market value of donations when requested by the donor.
4. Before accepting a donation, the Curator is reasonably certain that the donor has both the legal and ethical right to offer the artifacts to the Museum and that the transaction is in accordance with all municipal, provincial and federal laws.
5. Duplicates of artifacts already in the Museum's collection are not accepted if they cannot be used for display, programming or research purposes.
6. Artifacts of a size, nature or condition such that they cannot be adequately cared for by the Museum are not accepted.
7. Unless suggested by the Director and/or Curator, donations to the Museum are made free and clear of restrictions and conditions as to future use and disposition. For example, no guarantee can be given to the donor that an artifact shall remain on permanent display.

7.2 Collections Maintenance

1. When new artifacts are received, these accepted museum procedures are followed to create complete records:
 - a. Donors sign a Deed of Gift form transferring ownership of the artifacts to the St. Marys Museum. The Curator signs on behalf of the Museum. A signed copy is given to the donor as a receipt.
 - b. Each new artifact is accessioned into the Museum's permanent collection following best museum practices.
 - c. A full description is prepared for each artifact's record, including measurements and details of its condition. Catalogue and donor records are prepared as well as a record of the artifact's display or storage location and its movement within the Museum.
 - d. All artifact and donor information is entered into the Museum's collections management database. Hard copies of all information are kept in secure storage.
2. The provenance of each artifact and the history of its use by its previous owners are researched and documented as fully as possible and included in the permanent

records. Research of the collection is ongoing and additional information about an artifact is added to its record.

3. Museum staff review the collection records regularly to verify and update information i.e. artifact location and condition.
4. Museum records of the collection are current and complete and artifacts are properly stored and exhibited. This assures potential donors that their gifts shall be respected and permanently recorded.
5. The Museum keeps a regularly updated copy of the permanent collections digital records in a secure, off-site location.
6. The collection records of the St. Marys Museum may contain information about donors and their families that is subject to Right to Privacy legislation. These records are not accessible to the public; selective information from them may be released at the Curator's discretion.
7. A record of each artifact's display and/or storage location, as well as its movements within the Museum, are recorded and updated within the hard copy and collections management database.
8. Conservation of artifacts shall take place as prescribed in the St. Marys Museum Conservation Policy.

7.3 Deaccessioning

1. Deaccessioning, or the permanent removal of an artifact from the collection, is only done under special circumstances following specific procedures. Donors who give artifacts to the Museum in good faith and have them accepted in accordance with the Museum's collection policies have the right to expect that their donations shall remain a part of the permanent collection.
2. Deaccessioning is not a substitute for good collections management. With the Museum's Statement of Purpose and Collections Policies in effect, artifacts are screened during the acquisitions procedure and are not accepted if they do not meet the policy requirements.
3. Artifacts that were accepted into the collection prior to current policies may be considered for deaccession under certain circumstances:
 - a. the artifact is inappropriate to the collection; i.e., has no relation to local history;
 - b. there are duplicates of the artifact in the collection; to relieve overcrowding, only the most significant example(s) can be retained;

- c. the artifact is damaged beyond the point of restoration and no longer has any value for exhibit or research.
4. The Curator recommends deaccessioning of an artifact but the final decision is made by the Museum Advisory Committee Board by a majority vote.
5. Artifacts identified for deaccessioning are disposed of by one of the following methods:
 - a. offered to another museum, educational or cultural institution.
 - b. sold at public auction.
 - c. repatriated.
 - d. destroyed as a last resort.
6. No Museum Advisory Committee Board-member or staff member may purchase any deaccessioned artifact.
7. Proceeds from the sale of deaccessioned artifacts are added to the Museum's acquisitions or collections care fund and cannot be used for general operations of the Museum.
8. For each deaccessioned artifact, the process is fully documented and becomes part of the permanent records of the Museum's collection.

7.4 Outgoing Loans

On occasion, the Museum may be asked to loan artifacts to another institution or individual. Outgoing loans typically are only allowed for temporary exhibits within another museum or within another department of the Town of St. Marys.

1. The Museum staff bears the right to refuse to loan artifacts to any individual or institution. Artifacts shall only be loaned if the proposed use of the artifact falls within the Museum's statement of purpose.
2. Should the staff agree to loan an artifact, an Outgoing Loan Form shall be completed by Museum staff and the borrower, with the original copy remaining at the Museum. Photographs of all outgoing artifacts shall also be taken and filed electronically.
3. Museum staff reserve the right to request that an artifact be returned to the Museum prior to the predetermined date if it is determined that the artifact is either required on site at the Museum or it is discovered that the loan is proving to be detrimental to the preservation of the artifact.

4. The borrower is responsible for ensuring that all artifacts are returned to the Museum at a predetermined date, unless other arrangements for the return of the artifacts have been mutually agreed upon.
5. Once an artifact has been returned to the Museum, the Outgoing Loan Form will ~~sh~~be updated with both parties retaining a copy of the record.

7.5 Incoming Loans

The St. Marys Museum occasionally borrows artifacts from individuals or institutions for specific, short-term exhibits, or study purposes.

1. The Museum may request incoming loans through public notices and/or directly approaching potential lenders.
2. An Incoming Loan Forms ~~s~~ shall be completed for all incoming loans. The Museum shall file the original and a copy shall be made for the lender.
3. A photograph shall be taken of all incoming loaned objects promptly upon their arrival and filed electronically. -These photos shall serve as proof should there be any discrepancies in the condition of the object upon its return.
4. The Museum's insurance shall not cover any damage incurred by loaned objects. The Museum staff shall ensure that all loaned objects receive the utmost care during their time at the Museum in order to prevent damage.
5. When the loaned object is no longer required, the Museum staff shall contact the lender and arrange to drop off or have the object picked up. - Upon returning the object the lender shall assess the condition of the object and sign and date the original Incoming Loan Form. The donor shall- receive a copy of this signed form.
6. Because of restrictions of display and storage space, the St. Marys Museum only accepts artifacts on long-term loan under exceptional circumstances. Long-term loan agreements are renegotiated yearly. If the artifact is important to the collection, the owner is encouraged to donate it to the Museum.

8.0 Policy Review and Approval

The St. Marys Museum's Collections Management Policy is approved by the St. Marys Museum Advisory Committee-Board.

The Collections Management Policy shall be reviewed a minimum of once every three (3) years, or at any time that changes are deemed necessary. - The Director of Corporate Services or the Curator conducts the review and the revised version is submitted to the St. Marys Museum Advisory CommitteeBoard for approval. The revised version must be approved by motion by St. Marys Town Council.

9.0 Communication

This policy is posted on the corporation drive, and the original copy is located at the Museum in the Curator/Archivist's office.

10.0 References

Ministry of Heritage, Sport, Tourism and Culture Industries *Standards for Community Museums in Ontario*

St. Marys Museum, *Conservation Policy*

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
0	May 8, 2002	Inception			
1	February 2016	Accessible format, template change, review and update by Staff	February 2016	April 2016	April 2016
2	May 2018	Change of Board roles, changed of department name	May 2018		Board Approved May 9, 2018
3	October 2018	Updated deaccessioning process to reflect ministry guidelines	Amy- October 2018	October 2018	Board Approved October 17, 2018
<u>4</u>	<u>January 2020</u>	<u>Due for full review</u>	<u>Amy- January 27, 2020</u>	<u>February 12, 2020</u>	

MONTHLY REPORT

To:	Chair and Members of the Advisory Committee
From:	Corporate Services
Date of Meeting:	12 February 2020
Subject:	DEP 05-2020 February Monthly Report (Museum and Archives)

RECOMMENDATION

THAT MUS 05-2020 February Monthly Report (Museum and Archives) be received for information.

DEPARTMENTAL HIGHLIGHTS

- **Administrative/Funding**
 - Volunteers logged 37 on-site hours in January.
 - \$65 for 65 campaign concluded with a 56% response rate and \$4520 raised.
 - Grant applications submitted for Young Canada Works Curatorial and Young Canada Works Archives Assistant positions.
 - Staff attended a fundraising course at Western Continuing Studies on January 20-21.
 - Staff met with St. Marys Farmers Market Board to discuss upcoming cross promotional opportunities.
 - Most popular Facebook post: Space to Spoon sneak peak on January 10 with 4,180 views and 182 reactions, comments and shares.
- **Programming**
 - Private opening for Space to Spoon, Field to Fork and It's About Time took place on January 17 with 35 members and donors in attendance.
 - Curator and Economic Development Manager met with Stratford-Perth Museum Director to discuss upcoming partnership opportunities.
- **Research/Exhibits/Collections Management**
 - Space to Spoon arrived January 10 and opened on January 17
 - Field to Fork and It's About Time opened January 17
 - Staff and volunteers working on accessioning 2019 artifact donations.
 - Volunteers completed textile storage room audit, a two year project.
- **Upcoming Highlights**
 - St. Marys Heritage Fair on Friday, February 21.
 - Recruitment for Museum Assistant vacancy.
 - Canada Summer Jobs application, due February 24.
 - Planning underway for 2020 homecoming exhibit about Emm Gryner.
 - Young Canada Works Building Careers in Heritage internship funding application due February 28.
 - Planning underway for Melodies at the Museum 2020. This year's series is expanding to run for eight weeks, from July 8-August 26.

January 2020 Museum Traffic Numbers

	Museum Tour		Archival Research		Don.	Vol.	Oth.	Outreach/ External	Group Visit/ Special		Gift Shop	Washroom	Total
	In Town	Out of Town	In Town	Out of Town					In Town	Out of Town			
Adult (18-64)	9	12	5	2	2	9	38	1	2				80
Senior (65+)	1	7	6	1	3	2	2	17			1		40
Youth (12-17)	0		2			1	2						5
Child 5-12	2	5	0			0	0		1				
Child --4	4	1	0			0	0						5
Member	2	1	22	1	7	9	11		36	2	1		92
Total:	18	26	35	4	12	21	53	18	39	2	2	0	
Monthly Traffic Total:													228

January 2019 Attendance: 188, Out of Town Visitors: 10

January 2018 Attendance: 194, Out of Town Visitors: 8

January 2017 Attendance: 223, Out of Town Visitors: 6

Traffic Statistics for “Picture St. Marys” on Our Ontario website

(Location of 2,500 digitized photographs from Museum’s collection)

Month/Year	# Visitors to Site	# Visits to Site
January 2020	615	779
January 2019	939	1153

SPENDING AND VARIANCE ANALYSIS

None

REVIEWED BY

Recommended by the Department


 Amy Cubberley
 Curator and Archivist