

**DUNDAS COUNTY ARCHIVES  
MEETING – JULY 9, 2018**

1. **Present** – Mayors Eric Duncan and Evonne Delegarde, Clerks Brent Brunt and Jo-Anne McCaslin, Committee members: Larry Empey, Darlene Fawcett, Brianne Scott, Lorraine Reoch and Susan Peters. Jerry Thompson sent his regrets.

2. **Minutes of previous meeting.**

**Moved by Eric Duncan/seconded by Lorraine Reoch to accept the minutes.  
Carried.**

3. **Shelving**

- Black's Lumber is now closed & the township men will be picking up the shelving Tues, July 10
- Joanne & Eric are waiting for a return call from Maple Ridge Center on a price to purchase their shelving
- Shelving is required to accommodate the Cross files with a 16" depth
- Making a decision on how to organize all the shelving is a "priority"

4. **Facility Upgrades**

- Lighting has been completed and a new furnace installed

5. **Moving Arrangements & Schedule**

- **Chesterville Record** – Eric spoke to the Executor of Robin Morris' Estate. There are building issues and the Ministry of Labour has closed the building. The upstairs portion of the building has been boarded off and this holds the Chesterville Record, the Eastern Ontario Agri News plus Robin's personal collection. Staff for the paper has relocated. Susan has sent the Deed of Gift form to the Estate lawyer for a signature. Eric & Joanne checked on Fri and the Record staff is working with the Ministry of Labour on how to get access to remove all the papers etc. North Dundas Twp will look after removing everything. Susan advised the Rule of Thumb is to keep contaminated items isolated for a period of time to prevent the spread of mold etc. Was there an asbestos problem?
- **UEL** – Lorraine read a note from St. Lawrence Branch treasurer, Michael Eamer advising not to sign any document relinquishing rights to UEL material. Following a discussion, it was decided to prepare a separate lease that coincides with the 15 year lease that exists for the Township

building stating the St. Lawrence UEL Branch will cohabit with the Dundas Archives. Lorraine felt this would work.

- Larry wondered if it would be possible for him to remove material from the building so he could continue to digitize it. The Committee could not see a problem with this but a sign in/sign out sheet would be required to allow the staff to remove records.
- Rules & regulations need to be set up.
- **Brinston Files** - all catalogued and ready to go.
- **North Dundas Files** – ready to go as well.
- **Lynn Cooke Estate documents** – Decide which part of the collection is Lynn's and which part is UEL. If something can't be determined if it belongs to the Cooke Estate or UEL, have it listed as joint ownership. Staff at the Resource Center are to have the inventory completed, Deed of Gift signed and ready for the next Committee meeting. Sort out which room the material goes into.

#### 6. Update from Susan Peters

- Checked with the Library on their Ancestry license and it can't be shared with Dundas Archives. Evonne will continue the discussion with Karen at the Library to see if something can be worked out. The Library also has items that could come to the Dundas Archives.
- A quote was obtained from ProQuest to obtain our own annual Ancestry library edition for a cost of \$552 US.
- Sandra Weagant approached Susan to see when the Tweedsmuir history can be moved to the Dundas Archives.
- Two file cabinets have been purchased.
- Will a budget be made available for future purchases? Members from both Councils confirmed a budget would be available.

#### 7. Other Business

- [dundasarchives@gmail.com](mailto:dundasarchives@gmail.com) will be the email address used.
- Can Susan ask the Medical Clinic what program they are using to scan & digitize the client files? Brenda advised the Clinic's digitizing is moving very slowly as they currently only have one student working at it but hope to have the second student shortly.
- What program would be best to use for the Dundas Archives?
- Look into obtaining a few lockers.

#### 8. Next Meeting - Monday, September 10, 2018, 9:00 a.m. in Iroquois

#### 9. Adjournment

**Moved by Eric Duncan to adjourn meeting.**

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Larry Empey, CHAIR

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Darlene Fawcett, RC