

**DUNDAS COUNTY ARCHIVES  
MEETING – JUNE 4, 2018**

1. **Present** – Mayors Eric Duncan and Evonne Delegarde, Clerks Brent Brunt and Jo-Anne McCaslin, Committee members: Larry Empey, Gerry Thompson, Darlene Fawcett, Brianne Scott, Lorraine Reoch and Susan Peters.
2. **Minutes of previous meeting.**

**Moved by Eric Duncan/seconded by Evonne Delegarde to accept the minutes. Carried.**

**3. Procedural Documents**

Documents/policies were reviewed with the following amendments:

- a) Collection Development policy & procedures
  - question on meaning of civic
  - amend paragraph to read "Dundas County Archives is"
  - disposition of material
- b) Records – Types of Records
  - would educational material ever be part of the archives
  - UCDSB will consider donating when needed
  - North Dundas will donate on the Reunion
- c) Acquisition
  - rules for tax receipts will have to be set up
  - a written appraisal of items will be paid for by the people making a donation and is set at sellable value
- d) Access to Records
  - rules on general public needs to be reviewed

**Deed of Gift**

- important to establish who owns material
- in reference to first paragraph "represented by the County Archivist" add "or designate"
- add how disposal of material is to be handled

**Donation Agreement**

- rename to Donation Agreement of Records

- difference between donation agreement and corporate records - corporate entity requires more detail

a) Article Three

- cataloguing is the arranging and describing of materials
- take out duplicate line referring to material not considered to be of enduring value
- short term display
- amend end of paragraph to read "Archives may dispose of such material at their discretion"

b) Article Nine 9.02 Notice

- add c/o to mailing address for Dundas Archives
- Susan to pick up mail at South Dundas office
- Add "Name of Representative of Donor"
- Will require a letter from Board approving donation or copy of Minutes from Board

**Moved by Brianne Scott/seconded by Lorraine Reoch to approve documents as amended. Carried.**

**Mission Statement**

- under Types of Records – remove line "There are also records from the"
- going forward, clerks will prepare governance bylaws for ratification by Council

**4. AAO membership**

- The Dundas County Archives is now an institutional member.
- Environmental devices can be borrowed for free plus other benefits

**5. Scanner/computer**

- scanner is ready to install but no computers
- the Clerks will review their computer leases

**6. Shelving**

- some shelving is still at Blacks Lumber & not attainable until store is closed in two weeks
- some electrical work needs to be completed before too much is moved in
- floor has been cleaned
- Maple Ridge Centre has various types of shelving for disposal

## **7. Brinston files**

- work in progress – will be first thing to be moved as everything has previously been catalogued
- North Dundas files may be second to come

## **8. Lynn Cooke Estate**

- will be third to be moved
- Lorraine confirmed a basic list of inventory for most of the material has already been completed
- A collection policy shall be signed with a list of the collection items attached

## **9. Larry's questions**

- Ownership of the cupboards in the two outer rooms is still questionable
- internet connection will be available at a later date
- all prep work will be completed by the time the move is ready
- delivery of shelving
- Archives will have set hours; needs to be a limit of personal items allowed in the room during a research
- Susan has control of thermostats
- lockers not available. Maple Ridge may have some available. Brenda, Susan & Jo-Anne will visit Maple Ridge to view shelving & lockers
- who supplies Ancestry – Library has Ancestry. Bring computer in with it?
- Physical street address is 5 College Street, Iroquois
- Susan will have the keys. Must adhere to new rules, regulations and security for access

## **10. Funding**

- grant for digitization – we are not in a position to qualify at this time
- grant applications are submitted in the spring & Susan will be prepared for next year
- permanent digitization may be available through County Council funding. Eric will present to them in July. Libraries may also be able to help and Evonne will advise later
- funding for a student for Archives and Records management has been received for 2018 in South Dundas, perhaps North Dundas could apply in 2019

### **11. UEL Update**

- Lorraine advised the Executive Committee were happy with the turnout and agreed to go ahead with the move to the Archives
- Susan communicated with Dominion Archivist and they had no issues
- A collection policy shall be signed with a list of the collection items attached

### **12. Other Business**

- digitization - Larry has started digitizing Lynn's records and has 250,000 names added
- he uses a website called Host Poppa under [empey.ca](http://empey.ca) and there is no fee for hosting the names

**13. Next Meeting** - Monday, July 9<sup>th</sup>, 2018, 9:00 a.m. in Iroquois

### **14. Adjournment**

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

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Larry Empey, CHAIR

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Darlene Fawcett, RC