

Dundas County Archives Meeting - Nov 26, 2018

Present - Mayors Eric Duncan and Evonne Delegarde, Clerks Brenda Brunt and Jo-Anne McCaslin, Committee members: Susan Peters, Larry Empey, Lorraine Reoch, Brianne Scott, Regrets from Darlene Fawcett.

Minutes of previous meeting were approved.

Old Business:

A)

- Approx. 90% of the North Dundas records have been moved to the Archives, they still need to be catalogued
- Doctor's records won't be completed for another 4-6 month. 1st room is almost finished. Records are ready to be shredded.
- Seems to be some confusion with the status of the room. Brenda will get clarification
- Rooms will need to be renovated before UEL records can be brought in
- Logistics of UEL records needs to be sorted (Lorraine and Larry with sort this out)

B)

- People are asking about giving donations to acquire items. The Townships can create a "reserve" account for digitization of acquisitions. Jo-Anne and Brenda will work on a process for tax receipts.

C)

- Rules and regulations for the public to access Archives
- Need to sort out hours of operations once we are ready
- Should have a sign in/out book for visitors
- Hours of operations for UEL will be tabled until January 2019
- Computers and internet will be sorted in January 2019 (expected date)
- Archives software still needs to be selected
- Ancestry.com subscription: can we partner with the library?
- Get some Thank you card for the lockers that were donated
- Shelving of 16 inches still needs to be purchased for UEL records
- Mailing address is PO Box 58 Iroquois, ON K0E 1K0
- North/South Glengarry has a budget of approx. 40K for digitization of records
- North Dundas will apply for student funding for 2019
- Cook Estate agreement still needs to be sorted and reworded for records to be offered UEL should Archives decide to discard records at a later date.
- Library has some books that could be moved to the Archives, if not at minimum a record of the holding that are available at the library should be kept at the Archives
- Jo-Anne to call Sandy about Tweedsmuir records

Archivist report:

- Open house had approx. 125 people
- Janeen is working on the website
- Presentation to the 100 Men Who Care - unsuccessful
- North Dundas early tax records are being organized/catalogued
- Wish list presented to committee

New Business:

- Archives logo was circulated, Eric will circulate version 2
- South Dundas committee members need to re-apply to the Dundas County Archives for 2019
- County Council is January 28 for Archives presentation
- Eric and Jo-Anne will review the budget
- A volunteer training night was suggested

Next Meeting January 29, 2019 @ 9am

Meeting adjourned at 11:06

Larry Empey, Chairperson

Darlene Fawcett, Secretary