

Dundas County Archives Meeting – Jan 30, 2019

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

Motion by Darlene Fawcett/seconded by Eric Duncan to approve minutes of previous meeting. Carried

Motion by Jo-Anne McCaslin/seconded by Lorraine Reoch to deviate from the agenda. Carried.

Introductions were made around the table to give Mayor Byvelds a chance to meet all members of the committee.

Old Business:

A)

- **Moving time & arrangements** – there is an uncertainty to the time frame of moving the UEL & Cook records in the building. Water damage occurred in a wall this past week. Don Lewis is working with Susan on the proper way to carry out the renovations of removing a bathroom, altering two existing walls & installing a door. An engineer has been to the location to check it out & feels it would be okay to proceed at this time. She is waiting for the approval from Don Lewis to move forward with the reno's. Eric enquired about using in house help from the Townships while carrying out some of the demos but he also has two or three people he can approach to complete the dry-walling & hanging of the door. Lorraine advised that \$1,000 has been pre-approved by the St. Lawrence Branch to help purchase some of the building material. Eric asked if they could provide \$1,500. Lorraine requires an estimate of the changes.

B)

- **Donations & how to handle** – Individuals have approached Susan about making monetary donations for certain items. Either North Dundas or South Dundas Townships can provide tax receipts if required. Lorraine stated that the head office of the Dominion Office of United Empire Loyalists can also provide tax receipts but the monies must be sent to Toronto.

C)

- **Rules and regulations for public access** – a by-law /procedures must be set up. A couple of members stated they have reviewed policies from Napanee that are easy to follow. Susan is to draft a policy up & bring it to the next meeting.

D)

- **Hours of operation** – Lorraine currently works three days a week from 8:30-4:00. Larry would cover three days as well for the UEL. Eric suggested limiting the hours open to the public from possibly 9:00-12:00 with other times available by appointment only.

Perhaps Wednesdays would be a suitable day to be open to the public due to a possible parking conflict with the Medical Clinic. Volunteers could remain for longer periods of time to complete their work. Glengarry Archives opens to the public from 12:00-3:00 on Wednesday afternoons. As Susan is part time, she will match her days with the UEL branch.

E)

- **Computers & Internet** – it would cost \$1500 to join with the Medical Clinic internet through Eastlink. Someone will speak to Eastlink – possible sponsorship? At least two computers will be required with WIFI. Are there some available from the Townships? Eric will also speak to Ted Ceelen who offered his support with the computers. Any used computers would have to be cleared out & reloaded.

F)

- **Archive software** – forward for now
- Eric approached County Council at their last meeting to possibly provide some funding for digitization. They will revisit the topic and more direction will be given after their meeting in February. Eric plans to be present for the meeting. A few companies have approached Eric advising what they could offer or do. The digitization would be completed over a few years due to the cost factor. A suggestion was made at looking for a collective use by multiple groups to help cut the cost.

G)

- **Partner with Library for Ancestry software** – Evonne sent an email with a response from the Counties Director of Library Services Karen Franklin. The library has a single subscription with one license with an approved IP address. This is for in-house use only. Eric still hoping to approach them again with the possibility of adding two more IP addresses. Larry mentioned that they would need Excel on the computer & what is the possibility of Family Tree Maker software?

H)

- **Shelving** – do some measuring for exact space and use. It was suggested to have someone take a look & provide ideas for the maximum use of the space available and do it right from the beginning. Eric mentioned that Allan Favreau helped the House of Lazarus with this same dilemma and they were very happy with the end result.

I)

- **North Dundas to apply for a 2019 grant** – Jo-Anne has applied for two grants through Heritage Canada and Young Canada Works.

J)

- **Tweedsmuir history** – Jo-Anne spoke to Sandy Weagant and what they have is currently on display at the South Mountain Library but it is still available to the Archives. Other Libraries have items to donate. It was agreed to look at being partners with the Libraries and provide some material at different times of the year for displays.

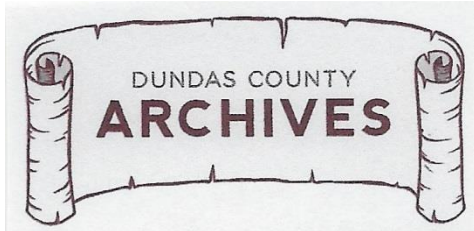
K)

- **Volunteer training night** - Susan has no volunteers available at this time. There are possibly three or four for the UEL who would like to help. It will be advertised on the

Facebook page for the Archives and the website. The joint training night will be tabled for a future date possibly in April.

L)

- **Discussion of banner/logo – Motion made by Eric Duncan/seconded by Lorraine Reoch to select the following scroll type logo provided by Kelsea Fawcett. Carried.**



Archivist report:

Motion by Eric Duncan/seconded by Brianne Scott to accept the Archivist report. Carried.

- Susan asked about paying for the postage required for mailing purposes. She has been paying for it up to now. She is to drop off any items to the SD Municipality and it will be mailed from there for now.
- Discussion was held on charging a research fee and photocopy fee. \$.25 seemed to be an agreeable amount for photocopying. Research fee will be decided later. What methods are available for a client to pay the fees? Not advisable to send paperwork out without paying in advance.
- Steven suggested that Susan attend a Council meeting for both Townships to present a formal request to Council & explain exactly what she does and needs. It would likely be prudent to set up a separate account for the Archives down the road.
- Discussion was held on the three local newspapers and it was agreed to obtain a subscription for the Winchester Press, Morrisburg Leader & Chesterville Record to keep updated papers at the Archives.
- Eric is working on getting more newspaper boxes.
- Susan will give Brenda a list of other supplies that she needs.

New Business:

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Next Meeting March 6, 2019 @ 9am

Moved by Brianne Scott/seconded by Eric Duncan to adjourn the meeting at 10:25.

Larry Empey, Chairperson

Darlene Fawcett, Secretary