

## **Brockton Heritage and Library Committee Minutes**

Monday, November 5, 2018

**Location:** Armoury Building (215 Jane Street, Walkerton)      **Time:** 4:30 p.m.

**Present:**      **(12/14)** Ted Cobean, Barb Kerry, Dean Leifso, Chris Oberle, Tanya Tilson, Darlene Bohnert, Lynda Breig, Alishia Oberle, Caroline Duncan, Ron McKinnon, Denise Lagundzin, Tracey Knapp – Librarian, Eric McDougall – Parks and Facilities Manager, Sarah Johnson – Secretary

**Regrets:**      Frank Weiler, Joe Reichenbach

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### **1. Call to Order**

Chair Ted Cobean called the meeting to order at 4:34 p.m.

Ted invited committee members to attend the Brockton Council Meeting at 7:00 p.m. in the Bruce County Council Chambers since there will be a report regarding the Armoury Building.

Alishia circulated a Doors Open Report listing the complete number of visits for the committee to review.

### **2. Acceptance of Agenda**

Motion:              Moved by Chris Oberle                      Seconded by Alishia Oberle  
That the agenda from the November 5, 2018 Brockton Heritage Committee meeting be approved.  
Carried.

### **3. Disclosure of Pecuniary Interest and the General Nature Thereof**

None.

### **4. Delegations**

None.

### **5. Approval of Minutes**

Motion:              Moved by Barb Kerry                      Seconded by Caroline Duncan  
That the minutes of the October 1, 2018 meeting of the Brockton Heritage Committee be approved.  
Carried.

### **6. Business Arising From the Minutes**

### **7. Correspondence**

#### **7.1 Heritage Trust Canada Newsletter**

The Heritage Trust Canada Newsletter was provided by email to the committee for review. The new Board Chair, Michael Seaman is a heritage planner for Grimsby. He is very enthused about heritage, and was once a speaker at Victoria Jubilee Hall in Walkerton.

The newsletter also listed the Annual Report.

#### **7.2 Ontario Heritage Trust – Heritage Matters Autumn 2018 Booklet**

The Ontario Heritage Trust Heritage Matters Autumn 2018 Booklet was provided to the committee for review.

### **7.3 Committee Appointment Memorandum**

Committee members have been asked to submit a letter of interest to continue to serve on the Brockton Heritage and Library Committee to the Human Resources Generalist at the Municipality of Brockton by Friday, November 9, 2018.

## **8. Financial Reports**

### **8.1 October 1-31, 2018**

The allocations of funds for custodian wages are being corrected within the payroll system.

The Walkerton Library maintenance has increased due to rooftop unit failure, furnace heating repairs, and HVAC repairs.

### **8.2 2019 Budget**

Eric presented the draft 2019 Heritage and Library Budgets to the committee.

Chris Oberle commented on Heritage 2018 in Review, which does not mention 2018 Brockton Doors Open. The County Doors Open should be removed from this year's budget.

Chris commented on the Walkerton Library Budget in review – The flooring was completed in 2018. The elevator repairs should be added to the 2019 Objectives.

The committee reviewed the Heritage Budget:

- The wages for the summer student will need to be increased, as well as the benefits. Training and Seminars should be increased to \$500.00. Publications should be increased to \$1,200.
- The committee questioned the costing for \$6,800 or \$8,800. This will be investigated with Brockton's CFO, Eric, and Ted.
- The committee questioned what the costing of \$577 is for, which is listed in the archives.
- The committee mentioned that \$2,500 should be transferred to reserves.
- Programs and promotions should be \$1,650.
- The Finance Committee will transfer surplus funds into reserves.
- The grants received for the summer student will have to be adjusted.
- The committee questioned the transfer of funds at \$8,300, and whether this figure should be zero since Doors Open will not occur in 2019.
- The committee discussed donations, and Ted will investigate these figures.

- The committee also discussed where the Kieffer Collection should be listed? It should be noted as an in-kind donation. The committee also discussed inquiring with the auditor's as to how this should be recorded.

The committee reviewed the Walkerton Library Budget:

- The committee discussed the wages, clothing allowance, and mileage for the custodian.
- The committee discussed the equipment purchase figure. This item should be listed as shelving/maintenance of view scanner. The figure should be \$500.00
- The committee discussed the building maintenance, and agreed that the figure should be \$8,000 due to various repairs. This figure should be accurate with budgeting for the repairs that the committee have undertaken in recent years regarding the furnace.
- The committee inquired about the utilities budget, and that the figure may not be accurate.
- The committee also inquired regarding the insurance figures.
- The transfer to reserves has been increased to \$25,000 for elevator repairs.
- The rent from the County of Bruce will likely increase due to inflation.
- Ted will inquire about the recoveries figure.
- Dean also inquired about the bottom figures not adding up properly.
- The committee discussed changing the name of revenues to "Viewscan Copy Charge".

The committee reviewed the Cargill Library Budget:

- The committee agreed that supplies should be \$100.
- Ted will inquire about the figures for maintenance and purchasing equipment
- The committee discussed building maintenance, and agreed to round the figure to \$2,000 to cover window maintenance.
- Ted will inquire about hydro, heat, and insurance figures.
- The rent from the County of Bruce may be increased.
- The committee discussed changing lighting to LED to be more energy efficient. They committee also suggested contacting Hydro One to inquire if they can receive a rebate for Cargill Library.

Ted will meet with Eric and Brockton's CFO and bring the budget back to the committee for approval in December, and then the budget will be brought to Council for review.

**9. Walkerton/Cargill Library Report – Tracey Knapp**

Circulation has decreased at the Walkerton Branch, but increased at the Cargill Branch. There has been an increase in the children's programming offered at the Cargill Library.

October was a busy month. The Library Supervisor visited three local schools for their Let's Learn Clinics – Kindergarten Registrations - Saint Teresa of Calcutta Catholic School, Mary Immaculate School Chepstow and Immaculate Conception School Formosa. Tracey Knapp talked to children and parents, promoted the library by handing out monthly calendars, and library information brochures, and also gave children stickers and "I Love BCPL" buttons. In total, there were approximately 150 children and parents in attendance.

Both Branches held a Halloween Party for kids on October 26, 2018 which was a P.D. Day for the schools. Kids dressed up in their costumes and took part in games and crafts and each child received a small snack/treat to take home. Walkerton had 21 kids and 12 parents/grandmas attend. Cargill had 8 children and 2 grandmas attend.

Walkerton Branch hosted a Community Information Expo Evening on Thursday October 25, 2018. A number of groups and organizations from Brockton and the surrounding area attended and 15 people from the community came out.

The Bruce County Public Library is hosting a Bookmobile Trivia Night Fundraiser in Port Elgin on Friday, November 16, 2018 at the Port Elgin Legion. This event will bring awareness of the bookmobile, and raise money for the bookmobile.

The Brockton Art Committee has met several times to discuss the 2019 Art Show in the spring. The committee is looking to find judges and make the necessary changes to their brochure.

**9.1 Quotes for Weber's Electrical Services and RKS Electrics– Track Lighting in Walkerton Library Gallery Room**

Quotes from Weber's Electrical Services and RKS Electrics were provided for the committee's review.

Motion            Moved by Chris Oberle            Seconded by Tanya Tilson  
That the Brockton Heritage and Library Committee accept the quote from Weber's Electrical Services in the amount of \$1,045.00 for track lighting at the Walkerton Library Gallery Room.  
Carried.

**10. Old Business/Ongoing Projects**

**10.1 Local History Books - Brockton Heritage Website**

Books are welcomed to be added to the Brockton Heritage website.

**10.2 Display Cases**

Nothing is currently planned in the renovations of the Cargill Community Centre for a display case.

There have been renovations to the Walkerton Community Centre. A digital display has been created for the display cases. The committee can place photos of the artifacts on a PowerPoint Presentation that will display on the lobby's TV. There are plans to have an additional TV installed at the front entrance.

### **10.3 Donation Policy**

Denise has created a new pamphlet, and circulated it to the committee for review. The pamphlets will be changed to reflect the contact for the Brockton Municipal Office and not Ted's personal information. Denise will bring a finished copy to the committee.

Denise has collected gifted deeds for the committee to review. The County of Bruce Museum's deed includes a history and condition of the items.

### **10.4 Walkerton Downtown Photo Murals**

Joe was to inquire as to who installed the murals.

The committee also needs to confirm when the photo murals were installed. Susan Wright has suggested they were installed in perhaps 2001. Barb will research in the library to see if she can find any information about the installation.

The committee will write a letter that includes the September 10, 2018 meeting motion, and minutes attached will go as Correspondence Requiring Action to Brockton Council.

The Heritage Committee may have a meeting with the Economic Development Committee and Community Improvement Committee since the project intertwines with these committees.

Chris Oberle stated that the project must be completed in 2019 or else the funding will expire.

Alishia Oberle will inquire if the Walkerton BIA could be part of this project through the Façade improvement Grant.

### **10.5 Armoury Building**

Eric provided the committee with 2016 and 2018 Quotes from Leo Al's Construction regarding the accessibility costs of maintaining the building.

The committee would have to review accessibility requirements and determine the priorities, including the elevator, second floor, and washrooms.

Ted, Joe, and Eric had a meeting at the Armoury Building to discuss how the building could be useful for the Heritage Committee. If the usage was only for the main level, the public could possibly use the back accessible entrance. Joe would be willing to set up a fundraising committee, but he is away for the winter.

A report is being presented to Brockton Council at the Monday, November 5, 2018 meeting on a proposal to possibly lease the building.

Chris Oberle suggested that the committee develop a proposal to present to Council. Ted explained that the plan and fundraising committee would not be ready until Spring 2019 since Joe is away for the winter.

The committee discussed the proposals between the report coming to Council, and the Heritage Committee's wish to use the Armoury Building.

Alishia Oberle offered to create the proposal, and Denise offered to assist.

Motion            Moved by Alishia Oberle            Seconded by Denise Lagundzin  
That the Brockton Heritage Committee recommends that the Armoury Building be designated as a potential site for heritage archives, storage, and display, and that the Brockton Heritage Committee would like time to present a proposal to Brockton Council.  
Carried.

Chris Oberle suggested using the Greenock Works Shop as Heritage archives. The Works Shop is already being used for public works staff, and municipal storage.

The committee also discussed using the County Jail as Heritage Committee storage.

Chris Oberle also mentioned that during the Municipal Services Review the proposal was made to create a long term Heritage Plan.

## **11. New Business**

### **11.1 Community Information Session at Walkerton Library**

The Community Information Expo which was held on Thursday, October 25, 2018 from 6:00 p.m. to 7:00 p.m. at the Walkerton Library. This event allowed newcomers to talk with representatives from community groups and organizations. It also assisted individuals and families with personal growth and development, introduced them to services and allows them to feel part of the community by making connections.

A table was set up for the Heritage Committee. Alishia and Barb welcomed the public. 15 people attended.

### **11.2 Information on Joe Walker's Great-Great Granddaughter**

An individual lives in Guelph who is the great-great granddaughter of Joe Walker. Ted is attempting to contact this individual.

## **12. Adjournment**

Motion:            Moved by Dean Leifso  
That the Heritage Committee meeting be adjourned at 6:18 p.m.  
Carried.

**Next Brockton Heritage Committee Meeting**  
**Date:** Monday, December 3, 2018 at 4:30 p.m.  
**Location:** Brockton Meeting Room, Municipal Office