

## **Liskeard and District Museum**

### **Museum Management Meeting Wednesday 14<sup>th</sup> December, 2017 2.15pm**

#### **Those Present:**

Museum: Jayne (chair), Julia, Amanda

Councillors: Dave Ambler, Anna Clarke

#### **Apologies**

Hella, Francis, Gordon, Stephanie Meads (Museum Mentor), Tina, Brian

#### **Minutes of last meeting & Matters arising/Actions taken**

No issues were identified with the minutes of the last meeting.

Action: (Jayne, Hella, Gordon) review our collection policy wording. To be completed in January.

Jayne outlined the challenges in the month ahead and presented a detailed plan of tasks requiring completion. The plan will be kept in the office so that everyone can see the work to do and the progress.

#### **Review of Actions from meeting with Stephanie Meads 07/07/17**

The meeting provided clarification on some of the process questions that had come up recently. The following actions were agreed:

- Loans should be seen as supporting specific exhibitions and should not be added to the modes database. A new spreadsheet will be set up to manage this information later in 2018.
- Each page in the Accession book will be signed by Amanda as she controls the process, individual accessions to be signed by either Julia or Amanda.

#### **Budget & Finances**

Jayne reported that she and Gordon had reviewed the budget for next year and that the overall figure will not change significantly – subject to approval by the Town Council.

Current spending is at 36% but there is significant expenditure expected in the next month.

#### **Museum Management/Administration Matters**

Amanda highlighted the need for following the agreed process when historic items are located without marking.

#### **Collection management**

New accessions were discussed. See attachment.

The new shelving has been installed and has greatly improved the accessibility to the Rapson store.

Additional shelving is onsite for the outside store, to be installed in 2018.

#### **Modes**

'Stock taking' has been completed in the Daniel Gumb Room. Thanks to all that worked on this.

#### **New Displays for 2018**

The working title of next year's exhibition will be "The story of Health and Medicine: at work and play". All activities progressing well, the new cabinet has been delivered and installed in the Henry Rice Room. Jayne thanked the volunteers for their work at this busy time.

**Audio-Visual Augmented Reality for the Museum**

Jayne met Steven and Kim Tolfrey of Studio Wallop and they have started work on the augmented reality. Jayne proposed that with the constraints of time before we open that launching this exciting new aspect to the museum be delayed until Easter when it would give us another marketing opportunity. This was agreed. Action Jayne to contact Studio Wallop to let them know.

**Community Events**

Nothing to report

**Visitor numbers and feedback**

Nothing to report

**Volunteers**

There were no new volunteers this month.

**Family History**

Nothing to report

**Any Other Business**

Dave Ambler informed the meeting of a change to the law in holding personal information. This is an activity for the new year, to review our processes and make changes accordingly.

Jayne informed the meeting of discussions that had been ongoing on the museum having a part time paid management role, subject to agreement by the Town Council. This idea was supported by those at this meeting. Further information on the detail of the role will be presented when more is known.

**Meeting ended at 3:30pm**

**Date of Next Mgt. Meeting – Thursday 11<sup>th</sup> January 2018**