

## **Museum Management Report October 2016**

### **Museum Management Committee**

The committee met on 20<sup>th</sup> October 2016.

### **General Office/Admin**

Thanks, as usual, must be given to all volunteers for their contribution to the running of the museum. We are currently investigating ways to recognize the hours the volunteers give to the museum. We would also like to hold a Christmas lunch for volunteers, perhaps off site of the museum.

One of the computers in the research room caught fire recently, the fire procedure was followed and although there was no damage to the property, persons or artefacts it has prompted us to review the other hardware in the room. Following the review the office layout / cabling has been revised (Dave Ambler) and two new PCs have been purchased and installed.

Display screen training will be attended by one of our volunteers this month. An audit of seating and equipment will then be carried out in the museum.

### **Volunteer Activity**

Volunteers have been progressing the plans and research for the updates to the exhibitions over the closure from Oct 31<sup>st</sup> to February Half Term.

Progress towards reaccreditation is continuing.

### **Finances & Accreditation Documentation**

Although to the end of September we have only spent 16% of the museum budget, we have a number of known expenditures coming up relating to the new exhibitions. We have also recently replaced two PC's and purchased necessary software. As such we are expected to come in on budget by the end of the financial year.

Museum receipts and donations to the end of September already exceed those for the whole of last year, highlighting the benefit of increased footfall and investment in updated transparent donation boxes.

### **Website Development, Social Media, Community Liaison**

A recent meeting of the Cornwall Museums Group attended by two volunteers included training in the updated Cornwall Museums website. This has been developed by 1010 Media. Following the training it was agreed that using this excellent website was preferable to developing our own; it is easy to update, it is modern and easy to use, it links us to other museums in the county (which is useful for visitors who may be just looking for a museum to go to while on holiday) and it is free.

Social media continues to be used to promote the museum.

A number of presentations to local community groups have been given by volunteers over the last month. In November we will be speaking to the Menheniot Ladies Circle.

Work with local schools is progressing although the planned visits to local schools in September did not happen due to availability of school staff. We recognize that local schools are an important partner and as such we have decided to hold teacher events next year in support of the History curriculum.

An input for the new About Liskeard publication has been submitted with photographs.

### **New Displays**

The plans for the new displays are progressing well with no issues to report.

The process for returning items to storage has been defined and will be followed when we take down the existing exhibitions.

General maintenance of the museum, such as re-painting, will be carried out prior to the new exhibitions being installed.

The existing bookcase in the research room is not fit for purpose. It is missing casters, the frame is twisted and the cupboards do not lock. It also covers a heat sensor which is a health & safety issue. We would like to dispose of this item and replace it with two new bookcases, one full height and one half height. This will accommodate all the existing books and allow for some future growth. It will also allow the correct operation of the heat sensor.

We shall be grateful for the committee's views on what method of disposal should be adopted for the existing broken bookcase.

### **Accessions / Deaccessions**

Nothing to report

### **Visitor Numbers**

See attached