



## MINUTES

### Corporation of the City of Cambridge CAMBRIDGE ARCHIVES BOARD Minutes 2-22

#### VIRTUAL MEETING April 21, 2022

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**Committee Members in Attendance:** Councillor Donna Reid, Aidan Barrett, Dan Schmalz Sr, Phil Moura, Mark Kooting, Julie Hamilton, and Meghan McKay in the Chair

**Members Regrets:** Linda Foster, Kainat Syed, and Megan Solomon

**Staff Members in Attendance:** Dan Schmalz Jr. Information and Archives Analyst

#### **Meeting Called to Order**

The meeting of the Archives Board of the Corporation of the City of Cambridge was held online in Cambridge, Ontario. The chair welcomed everyone present and called the meeting to order at 5:00 p.m. The meeting adjourned at 5:14 p.m.

#### **Disclosure of Interest**

1. None

#### **Presentations**

1. None

#### **Delegations**

1. None

#### **Adoption of the Agenda for the Meeting of April 21, 2022.**

Moved by: Dan Schmalz Sr.

Seconded by: Julie Hamilton

THAT the April 21, 2022 Cambridge Archvies Board Agenda be adopted.

CARRIED

#### **Reports**

1. None

#### **Correspondence**

1. None

### **Approval of March 17, 2022 Minutes**

Moved by: Councillor Donna Reid

Seconded by: Dan Schmalz Sr.

THAT the March 17, 2022 Cambridge Archives Board Minutes be adopted.

CARRIED

### **General Operations Update**

- The Staff Liaison provided a 2022 Statistic Report for requests so far. As of April 21, 2022, there have been 193 requests (143 public and 50 staff), slightly behind 2021's numbers, which represented a 96% increase over 2020. The warmer months tend to increase requests as people are on vacation and have more free time.

### **Cambridge Archives Usage 2022 (As of April 21, 2022)**

| <b>Description</b>       | <b>Public</b> | <b>Staff</b> | <b>Total</b> |
|--------------------------|---------------|--------------|--------------|
| Requests for information | 143           | 50           | 193          |

### **Cambridge Archives Usage 2021 FINAL**

| <b>Description</b>       | <b>Public</b> | <b>Staff</b> | <b>Total</b> |
|--------------------------|---------------|--------------|--------------|
| Requests for information | 613           | 153          | 766          |

- The current plan is for a soft reopening of the Cambridge Archives at some point in May. The Staff Liaison has studied other archives' reopening plans and procedures. The Archives will be open by appointment only with a time limit for appointments and only two researchers at any given time. Public access to the research room could be closed on short-notice subject to public health considerations and staffing availability. Further reopening will be considered at a later date.

**Motion to Adjourn**

Moved by: Julie Hamilton

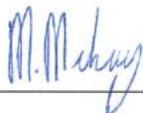
Seconded by: Aidan Barrett

THAT the April 21, 2022 meeting of the Cambridge Archives Board does now adjourn at 5:14 p.m.

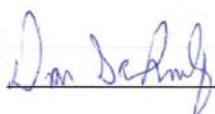
CARRIED

**Next Meeting**

The next meeting of the Cambridge Archives Board will be held virtually on Thursday May 19, 2022 at 5:00 p.m.



CHAIR



STAFF LIAISON