

**TOWN OF INGERSOLL  
Clerk's Report**

**Pre-Budget Approval – Shelving Museum**

Report No. C-026/09  
Approval Date: Jan 12/09

Mayor Holbrough & Members of Council:

Purpose:

The purpose of this report is to seek Council's approval for pre-budget approval for the purchase of shelving for the Ingersoll Cheese & Agricultural Museum.

Discussion: (Councillor Lesser to present report)

Storage of artifacts at the Museum is very limited. Due to the large number of artifacts on hand at the museum, it has become necessary to box artifacts and store them in the work room as well on the floor both in the storage room and the work room. Unfortunately, there is insufficient space to walk in the storage room (safety issue) or to work in either room due to the lack of storage.

The Curator and the writer considered many options as to the safe storage of the artifacts and approached Mr. Timlin and Mr. Johnson to reserve 1/3 of the area in the basement for the installation of shelving and the transfer of the artifacts to this area of the Town Centre for safekeeping.

Quotes were obtained for the purchase of the required shelving with a budget request of \$6,000 being included in the 2009 Museum Operating Budget.

Delivery time being 6-8 weeks, I am requesting pre-budget approval to order the shelving as the artifacts are currently stored in cardboard boxes and sitting on the floor of the work room and the storage room. In order to open the museum in early May and provide a safe working environment, delivery and installation of the shelving is required no later than the end of March to provide the volunteers time to transfer the artifacts from the museum to the town centre for proper storage.

Recommendation:

That Council receive Report C-026/09 and further authorize the placement of the order for the delivery and installation of shelving at the Town Centre for the storage of museum artifacts

Respectfully submitted

Elaine Clark  
Clerk-Deputy Administrator