



RECORDS COMMITTEE MEETING #48

Thursday, April 23, 2009

DISPOSITION OF ITEMS

IN ATTENDANCE:

Jody Baltessen, Chairperson
Tom Nesmith, Citizen Member
Elizabeth Blight, Citizen Member
Harold Dick, Solicitor
Scott Reid, Senior Records Manager

ABSENT:

Gerry Berkowski, Assistant Deputy City Clerk
Donna Woytowich, Auditor (Designate)
Richard Kachur, City Clerk
Marc Lemoine, Deputy City Clerk
Carrie Erickson, Corporate Finance

PREPARED BY:

Jody Baltessen

RECORDS COMMITTEE MEETING - DISPOSITION OF ITEMS
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Item No.	Subject / File	Disposition	Appropriate Action Required By
1.	Review of December 9, 2008 disposition	No changes.	
2.	Committee Membership	J. Baltessen welcomed and introduced new Citizen Member Elizabeth Blight and welcomed back Dr. Tom Nesmith, who has agreed to continue as a member for another two year term.	J. Baltessen
3.	Facility Updates	<p>J. Baltessen reported that interior and exterior construction projects at 380 William Avenue were essentially complete. Exterior landscaping is pending thaw and settling of fill. The Branch is waiting to hear if a project to upgrade the front entrance will be undertaken this summer, in addition to exterior work prescribed in the 2005 engineering report. Planning to remove and refurbish the iron fence around the property is also underway.</p> <p>S. Reid reported on plans to increase record storage capacity and improve security at 311 Ross with installation of additional shelving on the 2nd floor. Plans are also underway to wire 311 Ross to enable system accessibility and enhance work flow for records management staff.</p>	Information
4.	Program Updates	S. Reid reported on initial research towards the purchase of inventory control software to facilitate management of Records Centre operations. As well, he reported on IT purchases for 380 William Avenue, in particular, a new microfilm reader/printer to replace existing equipment which can no longer be repaired and for which supplies are no longer available.	Information
5.	Other Business	<p>Annual Report for 2008: J. Baltessen advised that member feedback on the draft text had been incorporated and circulated a revised version. Members approved the revised version for design and publication.</p> <p>Discussion Paper: A discussion paper relating to branch program requirements and capital improvements to 380 William Avenue was circulated to members. A special working meeting will be called in May to review the Discussion Paper.</p>	<p>J. Baltessen</p> <p>Records Committee</p>
	Next Meeting	Meeting adjourned at 1:00 pm. A tour of 311 Ross followed. Next meeting at call of the chair.	J. Baltessen