



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

Wednesday January 14, 2015

Regular Meeting 5:00 P.M.

City Manager's Conference Room – City Hall – 300 Forest Avenue, Pacific Grove, CA

REGULAR MEETING

5:00 p.m.

CALL TO ORDER

Chair John Pearse, Secretary Tama Olver, Board Member Stephanie Atigh, Board Member Blake Matheson, City Council Liaison Robert Huitt, and City Manager Tom Frutchey, Interim Executive Director Jeanette Kihs present. Member of the public Heidi Zamzow present.

1. **APPROVAL OF AGENDA**

Stephanie Atigh moved approval of the agenda. Tama Olver seconded and the motion passed unanimously. The next regular meeting of the Board is scheduled for March 11, 2015.

2. **PUBLIC COMMENTS**

There were no public comments.

3. **APPROVAL OF BOARD MEETING MINUTES**

A. John Pearse noted that item 6.C (first page) in the minutes of November 12, 2014 should read: "This event is ..." Stephanie Atigh moved approval of the minutes as corrected. Tama Olver seconded and the motion passed unanimously.

REGULAR AGENDA

4. **REPORTS NOT REQUIRING ACTION**

A. Correspondence.

Secretary Olver stated that no correspondence had been received.

B. City Council Liaison Comments

Councilman Huitt reported:

- The Board's report for 2014 and plan for 2015 will be submitted to the City Council at the next meeting, January 21.
- The agenda outline being considered in New Business item 6.A could be a model for other boards and commissions.

C. Museum Director's Monthly Reports

The Board accepted reports for September, October, and November 2014 by consensus

John Pearse noted that details in the executive summary of the November report

were useful.

Tama Olver noted that attendance is being recorded by staff who greet visitors rather than by the automated door counter. She also noted that the Monarch Sanctuary Park continues a very high level of visitation.

Blake Matheson noted that the sign that specifies admission charges at the entrance to the Museum might confuse visitors, leaving them with the impression they must pay admission even if they are residents of Monterey County. Jeanette Kihs agreed to follow up.

D. City Manager's Report

City Manager Frutchev noted:

- The full approval process for the quitclaim by the Pebble Beach Company has been completed. The Museum is free of obsolete restrictions on activities at the site.
- Public Works is progressing well on Museum improvements including windows (using city maintenance funds) and the mezzanine (using money from the Museum Improvement Fund).

E. Board Chair's Report

Chair Pearse had no report.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

A. Agenda Outline for 2015

Blake Matheson noted that the opportunity to present to the City Council after our March meeting could include any matters needing their attention as well as the annual summary of performance.

Chair Pearse noted additions to the plan that are based on obligations under the Lease and Operating Agreement as follows:

1. The annual Facilities Plan from the city to be reviewed in the May meeting
2. Annual audited financials to be reviewed in the September meeting.

Chair Pearse also noted that the Lease and Operating Agreement does not require reports to be submitted in time for review on the schedule proposed. Tama Olver will amend the plan to accommodate the possibility of review at a later meeting.

Stephanie Atigh moved approval of the plan as amended. Tama Olver seconded and the motion was approved unanimously.

ADJOURNMENT

Tama Olver moved adjournment of the meeting. Stephanie Atigh seconded and the motion was approved unanimously. The meeting adjourned at 5:24 p.m.

Respectfully Submitted, Tama Olver, Secretary

City of Pacific Grove

Museum Board

Minutes of March 11, 2015 Regular Meeting

Present: Board Members Heidi Zamzow, Stephanie Atigh, Blake Matheson, John Pearse (Chair)

Chair Pearse called the meeting to order at 5:00 p.m. in the City Manager's Conference Room.

1. **Agenda Approval.** The agenda was approved by 4-0 vote upon motion by Atigh, second by Matheson.

2. **Public Comment.** None

3. **Approval of Board Minutes.** Upon motion of Atigh, second by Matheson, the minutes of the January 14, 2015, regular meeting were approved by a 4-0 vote with one correction, specifically, that the title of the minutes reflect the date of the meeting, January 14, 2015.

- 4A. **Correspondence.** None

- 4B. **City Council Liaison Comments.** None

- 4C. **Museum Director's Monthly Report.**

Interim Director Jeannette Kihs reported that the rodent issue is being addressed, and the situation is definitely better. The water damage caused by winter storms has been repaired.

January was a record month for visitors at the Monarch Sanctuary.

January and February were busy months for the Museum with a lot of changes to the facilities. The steps are now striped for greater safety. There is a new flag flying.

The attendance door counter device was removed to obtain more accurate attendance information. Staff has determined that there was a 46% variable in the numbers obtained from the device. For example, in April 2009, the door counter reflected 70,000 visitors when the number was closer to 35,000. The Museum is now using personnel to count attendance.

Between July and December 2014, 74% of the visitors were Monterey County residents and 26% of the visitors live outside of the County.

Upon motion by Atigh, second by Matheson, the Director's report was accepted by a vote of 4-0.

4D. City Manager's Report.

City Manager Frutchey reported that deferred maintenance work continues at the Museum. The repairs to the balcony will begin in Fiscal Year 2015, beginning July 1 due to the cost shown in the Engineer's Report. There will be a delay in refinishing the wood floors because the job requires closure of the Museum for 2 weeks in September.

4E. Board Chair's Report.

Pearse reported that he is a part of the Science Advisory group that numbers about 20 members. The group will be holding planning meetings to establish the purpose and composition of the group. The first organizational meeting will be on May 1.

5. Unfinished Business. None

6. New Business.

Matheson spoke for the entire Board in saying that he was "amazed but not surprised" by the quantity and quality of Tama Olver's work in preparing the summary report of Museum statistics for 2014. The question presented to the Board was what, if anything, should be presented to the City Council.

Unfortunately, the report will now need to be revised to take into account the necessary reduction in the attendance numbers (caused by the mechanical door counter) and changes in terms that are no longer being used.

Kihs suggested that she provide some edits of the report for consistency of the terms used and accuracy of attendance numbers and then send the edited report to Tama for her to review and present to the Board at the May meeting.

Upon motion by Atigh, second by Pearse, the Board voted 4-0 to accept Kihs' offer to edit and transmit the report to Tama Olver for her review and presentation to the Board at the May meeting.

The meeting was adjourned at 5:45 p.m.

Next Board meeting: May 13, 2015.



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

Wednesday July 8, 2015

Regular Meeting 5:00 P.M.

City Manager's Conference Room – City Hall – 300 Forest Avenue, Pacific Grove, CA

REGULAR MEETING

5:03 p.m.

CALL TO ORDER

Chair John Pearse, Secretary Tama Olver, Board Member Heidi Zamzow, City Council Liaison Robert Huitt, City Manager Tom Frutchey, Executive Director Jeanette Kihs. Board Member Blake Matheson absent. Member of the Public: Councilman Bill Peake.

Note: Board Member Stephanie Atigh has resigned. We thank her for her contributions to the Board and Pacific Grove Museum of Natural History.

1. **APPROVAL OF AGENDA**

Tama Olver moved and John Pearse seconded that the minutes be approved with the following correction: The next meeting date is September 9, 2015. The motion passed unanimously 3/0.

2. **PUBLIC COMMENTS**

There were no public comments.

3. **APPROVAL OF BOARD MEETING MINUTES**

A. Tama Olver moved and John Pearse seconded that the minutes be approved with the following corrections: Councilman Huitt was absent; the meeting date was July 8. The motion passed unanimously 3/0.

REGULAR AGENDA

4. **REPORTS NOT REQUIRING ACTION**

A. Correspondence.

Secretary Olver stated that no correspondence had been received.

B. City Council Liaison Comments

Councilman Huitt noted that the Monterey Bay Aquarium's summer Tide Pool program highlights Pacific Grove history with a special focus on Mayor Julia Platt. He sees a great opportunity to take advantage of this publicity and recommended that the Museum be involved. John Pearse noted the possibility of tying in the renaming of Pacific Marine Gardens.

C. Museum Director's Monthly Reports

The Board accepted reports for March and April 2015 by consensus. Jeanette Kihs noted that the most appropriate way to count and report attendance is still under development. For example, several groups hold regular meetings at the Museum and it might be appropriate to report their attendance separately. Heidi Zamzow expressed appreciation for recent promotion activities.

D. City Manager's Report

City Manager Frutchey reported that exhibit materials on display at City Hall are deteriorating with age and light exposure. It has not been possible to find originals of the photographic artwork that could be used to recreate the exhibit. Other options for exhibiting at City Hall are being explored consistent with safety of any artifacts used.

E. Board Chair's Report

John Pearse reported that the California Naturalist program is inspiring participants to volunteer in citizen science.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

A. City's Annual Facilities Plan

Tom Frutchey noted that an energy audit developed in collaboration with the Museum might result in a formal proposal. Tama Olver moved and Heidi Zamaow seconded that the Board accept the plan and the motion was approved unanimously 3/0.

C. Exhibit and Business Plans for 2015-2016

Jeannette Kihs noted that the plans would be available for consideration at the September meeting of the Board.

D. Interpretive Plan for the Pt. Pinos Lighthouse

Tom Frutchey noted that Heritage Society is proceeding with development of the plan. Any comments should be directed to him.

E. Report on the Collection

The Board reached consensus that our objective in receiving a report at our September meeting is: To better understand how the City can engage in ensuring that the collection supports the mission and vision of the Museum.

ADJOURNMENT

The meeting adjourned at 5:50 p.m.

Respectfully Submitted, Tama Olver, Secretary



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

Wednesday September 9, 2015

Regular Meeting 5:00 P.M.

City Manager's Conference Room – City Hall – 300 Forest Avenue, Pacific Grove, CA

REGULAR MEETING

5:02 p.m.

CALL TO ORDER

Chair John Pearse, Secretary Tama Olver, Board Member Heidi Zamzow, City Council Liaison Robert Huitt, City Manager Tom Frutchey, Executive Director Jeanette Kihs, and Curator of Collections Paul VandeCarr present. Board Member Blake Matheson absent.

1. APPROVAL OF AGENDA

Tama Olver moved and John Pearse seconded that the agenda be approved with item 6.B to follow item 3. The motion passed unanimously 3/0.

2. PUBLIC COMMENTS

There were no public comments.

3. APPROVAL OF BOARD MEETING MINUTES

A. Tama Olver moved and Heidi Zamzow seconded that the minutes be approved as submitted. The motion passed unanimously 3/0.

6.B COLLECTION CARE

Curator of Collection VandeCarr summarized year-over-year progress on collection care with the following highlights:

- A. The rolling inventory progresses and has uncovered some significant items, such as Albert De Rome's copy of field guide to California wild flowers with his hand-written notes. The number of missing items is less than 325 and many are taxidermied fish. Eventually, some items would be documented as "disposed."
- B. Inventory of items in the city's safe has ensured that significant historical documents are under better care.
- C. Upgraded software allows both restoration of on-line catalog information that was once available and extension of that information to cover, eventually, all catalogued items.
- D. Environmental controls and surveillance have been improved.
- E. Plans are in place to enclose the sump in the basement to better control moisture.
- F. Care of collection items that are at the Pt. Pinos Lighthouse needs current attention as those items may be moved or handled during site improvements. Curator VandeCarr agreed to meet with city and Heritage Society staff on the subject by the

- beginning of October.
- G. Board members Pearse and Zamzow have not has the opportunity to view the collection recently and a tour for them will be arranged
 - H. There has been no progress finding CD's with original images for the Chautauqua exhibits at City Hall.

REGULAR AGENDA

4. REPORTS NOT REQUIRING ACTION

- A. Correspondence.
Secretary Olver stated that no correspondence had been received.
- B. City Council Liaison Comments
Recruiting activity to fill the open position on the Board continues. Board member Olver noted that we might recruit among Museum volunteers. The City's budget commitment to the Museum will be reviewed as the first City Council meeting in January 2016. The discussion may provide an opportunity to educate the Council regarding value to the community of the Museum and its programs.
- C. Museum Director's Monthly Reports
Executive Director Kihs noted that the Museum would be closed the following week to refinish the floors and complete some painting. City Manager Frutchey noted that the Foundation has stepped up to provide certain repairs and improvements to the city's facility and done so "in the right way." Cooperation between the City and Foundation is moving the facility in the right direction. Executive Director Kihs also noted that income from admissions has covered the costs of hiring someone at the door to collect admission and greet all visitors.
- D. City Manager's Report
While not directly the responsibility of the Museum Board, City Manager Frutchey noted we might want to be aware that the State inspector toured the monarch sanctuary and is in support of the City's maintenance and improvement work.
- E. Board Chair's Report
None.

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS

- A. Exhibit and Business Plans
As a result of the Secretary's error, all board members had not had sufficient time to review the plans. The item will be carried forward to the next meeting.
- C. Date for November Meeting
As we do not have a quorum for our regular meeting date in November, we will conduct all regular business at a special meeting on October 28.
- D. Ethics Training
Secretary Olver noted the requirement for completion of bi-annual ethics training as a reminder to Board members. Training can be completed through attendance at classes offered by the City Attorney or on-line.

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Respectfully Submitted, Tama Olver, Secretary



2014 Report to the City Council Museum Board

Summary

Overall during 2014, the Museum Board fulfilled its responsibilities as approved by the city council on September 7, 2011:

- 1) Ensure the Museum serves to benefit the city as a whole, its natural environment, its citizens, and visitors;
- 2) Advise the city council and city manager on matters relating to the Museum;
- 3) Serve as an informational conduit between the public and the city on matters related to the Museum;
- 4) Coordinate activities with other appropriate city advisory boards, committees, and commissions on matters of mutual concern; and
- 5) Perform such other duties relating to the Museum as the council may require by ordinance, resolution, or minute action.

The Board respectfully requests that there be recruitment in 2015 to ensure, as much as possible, a full five-member board throughout the year.

Details

The following goals for 2014 were approved by the City Council on March 5, 2014:

- 1) Meet bi-monthly beginning in January.
- 2) Support negotiations between the City and Museum for changes in the Lease and Operating Agreement as needed. If an amended agreement is developed, make a recommendation concerning approval of that agreement to the City Council.
- 3) Review all reports required by the Lease and Operating Agreement and make comments to the City Council regarding the content of those reports.
- 4) Notify the City Council of any significant compliance issues with the Lease and Operating Agreement or any other activities, such as accession and de-accession of items from the collection, that require their approval.
- 5) Conduct a 5-year review of the effectiveness of the Lease and Operating Agreement.

The Board met the goals as summarized below:

- 1) Board meeting schedule and attendance:

Member	Feb	Mar	Apr	May	Jul	Sep	Oct	Nov
S Atigh	x	x	x	x	x	x	x	x
B Matheson, Vice Chair	x	x		x	x		x	x
T Olver, Secretary	x	x	x	x	x	x	x	
J Pearse, Chair	x	x	x		x	x		x

The regular January meeting was moved to February. Special meetings were held in April to consider the Lease and Operating Agreement and in October to consider a proposal for monarch butterfly research.

2) Decisions and actions in support of the Board's responsibilities and goals:

1. Accession/Deaccession to/from the collection. On February 12, the Board approved a recommendation to the City Council that an Edwardian hat with Bird of Paradise be accessioned to the Museum's collection and a painted stone be deaccessioned. After public discussion and a supporting presentation from Museum staff, the recommendation was approved on March 19.
2. Museum performance metrics. On March 19, the Board made a presentation to the City Council based on a summary of performance metrics through 2013.
3. Revised Lease and Operating Agreement. The Board met its goal for conducting a 5-year review of the Agreement through participation in development of a major revision. Discussion of the revised agreement took place on February 12 and again at a special meeting on April 14. A number of changes suggested by the Board were incorporated in the final agreement, which was approved by the City Council on May 7 (first reading) and May 21 (second reading). A notable change is the right of the Museum to collect an admission fee from people residing outside Monterey County.
4. Collection Care. On July 9, the Board heard a report from the Curator of Collections about proposed changes in care of collection items stored in a safe at the Museum.
5. Review of Reports Provided by the Museum. In support of its responsibility to review reports provided by the Museum, the Board reviewed and accepted monthly Director's Reports, the 2014-2015 Business Plan, and 2014-2015 Facilities/Exhibitions Plan. The Board recommended that the City Council accept the Business and Facilities/Exhibitions plans. The Council did so on October 17. Note that the annual plans were submitted by the Museum later than expected because changes in the Lease and Operating Agreement that affected those plans were pending.
6. Proposal for Monarch Butterfly Research. At a special meeting held on October 14, the board approved a proposal for research on monarchs during the 2014-2015 overwintering season.

Respectfully submitted,

Stephanie Atigh
Blake Matheson
Tama Olver
John Pearse, Chair



Plan for 2015 Museum Board

The current responsibilities of the Museum Board were approved by the City Council on September 7, 2011:

- 1) Ensure the museum serves to benefit the city as a whole, its natural environment, its citizens, and visitors;
- 2) Advise the city council and city manager on matters relating to the Museum;
- 3) Serve as an informational conduit between the public and the city on matters related to the Museum;
- 4) Coordinate activities with other appropriate city advisory boards, committees, and commissions on matters of mutual concern; and
- 5) Perform such other duties relating to the Museum as the council may require by ordinance, resolution, or minute action.

The Museum Board plans to fulfill those responsibilities as follows:

1. Meet bi-monthly.
2. Review all reports required by the Lease and Operating Agreement and make comments to the City Council regarding the content of those reports.
3. Notify the City Council of any significant compliance issues with the Lease and Operating Agreement or any other activities, such as accession and de-accession of items from the collection, that require their approval.
4. Give a summary report to the City Council based on performance metrics of the Museum through 2014.
5. Develop high-level guidelines for stewardship of the Museum collection based on AMA standards.
6. Tour the Museum collection in order to assess its condition. Because a public meeting at the location of the collection is impractical, the goal will be achieved through a sub-committee of two members or through multiple tours conducted individually or in groups of two.

With the exception of the tour of the collection, these activities will take place at public meetings in order to fulfill the Board's responsibility as an information conduit with the public.

Respectfully submitted,

Stephanie Atigh
Blake Matheson
Tama Olver
John Pearse, Chair