



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- B. Inventory of items in the city's safe has ensured that significant historical documents are under better care.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