



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

Wednesday January 13, 2016

Regular Meeting 5:00 P.M.

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

REGULAR MEETING

5:07 p.m.

CALL TO ORDER

Chair John Pearse, Secretary Tama Olver, Board Member Heidi Zamzow, City Council Liaison Robert Huitt, Curator of Collections Paul VandeCarr and acting city manager Jocelyn Francis present. Board Member Blake Matheson has decided not to apply for another term as a member of the board and is very sincerely thanked for his service.

1. **APPROVAL OF AGENDA**

The agenda was approved by consensus.

2. **PUBLIC COMMENTS**

There were no members of the public present.

3. **APPROVAL OF BOARD MEETING MINUTES**

- A. The minutes of the October 28 meeting as distributed were missing content. Review and approval is carried forward to the next meeting.

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 new appointments to boards and commissions would be made before our next meeting. He reported that during review of the city's financial commitment to the Museum at the November 18 meeting, council members' comments were generally positive and supportive. Financial support continues. He also noted that the Interim City Manager, Ben Harvey, is very interested in learning about the Museum. He suggested that it would be worthwhile to arrange a tour for him.

C. Museum Director's Monthly Reports for October and November, 2015

Board Member Olver noted that Executive Director Kihs had been promptly responsive to a request to include attendance at hosted meetings in the report. The artwork installation at City Hall has been completed with funding help from the city.

Ultraviolet film was installed on windows to protect the artwork. Security for the items is the responsibility of the city. Heidi Zamzow moved to accept the report, John Pearse seconded, and the motion passed unanimously 3/0.

- D. City Manager's Report. Councilman Huitt noted that the Interim City Manager would be sworn in on January 20, 2016.
- E. Board Chair's Report
Chair Pearse noted he had nothing to report.

5. UNFINISHED BUSINESS

- A. Availability of Museum Board Materials to the City Council
Secretary Olver reported that materials from our meetings in 2015 had not fully been included in City Council meeting agendas. The board agreed by consensus to forward all missing materials (including the 2014 report, 2015 plan, and minutes of several meetings) for inclusion in the consent agenda for the next possible City Council meeting.
- B. Museum Board Report to the City Council 2015 and Plan for 2016
Secretary Olver reported that the report and plan were approved as part of the consent agenda with no comment.
- C. Care of Collection Items at the Pt. Pinos Lighthouse
Paul vandeCarr reported that contents of the parlor at the lighthouse are being removed and stored. An evaluation will be made to keep, sell, or dispose of the items. Items belonging to the Museum collection need to be separated and excluded from the evaluation process and a decision made regarding extension or termination of loan agreements. The place where items are being kept is damp and dark, not suitable for long-term storage. At the same time, discussions may take some time.

6. NEW BUSINESS

- A. Audited Financials for 2014-2015
After discussion, Tama Olver moved, and John Pearse seconded, that the report be accepted. The motion passed unanimously 3/0. John Pearse move and Tama Olver seconded that the report be forwarded to the City Council noting: the financial reports of the Museum for 2014-2015 received a clean audit report. The motion passed unanimously, 3/0.

ADJOURNMENT

The meeting adjourned at 6:07 p.m.

Respectfully Submitted, Tama Olver, Secretary