



NOTICE OF MEETING

CITY OF PACIFIC GROVE MUSEUM ADVISORY BOARD

Wednesday, November 9, 2016

10:00 AM

SPECIAL MEETING AGENDA

LOCATION: CITY MANAGER'S CONFERENCE ROOM, 2nd FLOOR, CITY HALL, 300 FOREST AVE., PACIFIC GROVE, CA

NEXT MEETING: The next regular meeting is scheduled for Wednesday January 11, 2016.

*The Mission of the Pacific Grove Museum of Natural History is:
To inspire discovery, wonder, and stewardship of our natural world.*

CALL TO ORDER

1. APPROVAL OF AGENDA
2. PUBLIC COMMENTS
3. APPROVAL OF MUSEUM BOARD MEETING MINUTES (Attached)
 - A. Minutes of the September 28, 2016 Museum Advisory Board Special Meeting
Reference: Karen Hewitt, Secretary
Recommended Action: Approve Minutes

REGULAR AGENDA

5. REPORTS NOT REQUIRING ACTION
 - A. Correspondence
Reference: John Pearse, Chair
Recommended Action: Accept Correspondence
 - B. City Council Liaison Comments
Reference: Councilman Huitt
Recommended Action: Receive Comments
 - C. Museum Director's Monthly Report for August 2016
Report on Museum Website (<http://www.pgmuseum.org/monthly-reports/>)
Reference: Executive Director Kihs
Recommended Action: Receive Report for October 2016.

- D. City Manager's Report
Reference: City Manager Harvey
Recommended Action: Receive Report
- E. Board Chair's Report
Reference: Board Chair Pearse
Recommended Action: Receive Report

6. UNFINISHED BUSINESS

- A. Final version of Facilities Plan (attached.)
Reference: City Manager Harvey
Recommended Action: Receive plan
- B. Review Financial Statements from the Museum Foundation for 2015-2016.
(<http://www.pgmuseum.org/financials/>)
Reference: Executive Director Kihs
Recommended Action: Receive statements
- C. Discussion Regarding Proposed Presentation of Museum's 2016-2021 Strategic Plan to City Council (<http://www.pgmuseum.org/strategic-plan/>)
Reference: Board Chair Pearse and City Manager Harvey
Recommended Action: Review options and if appropriate, determine time, manner and format for proposed presentation

7. NEW BUSINESS

- A. Review of Purpose of Museum Board and Corresponding Relationship with City, Museum and General Public
Reference: Mayor Pro Tem Huitt and Board Chair Pearse
Recommended Action: Following discussion, direct questions, concerns, comments to staff
- B. Review of Museum's Lease with the City of Pacific Grove
Reference: City Manager Harvey
Recommended Action: Following discussion, direct questions, concerns, comments to staff
- C. Review of Museum's Relationship with the Monarch Butterfly Sanctuary and the Lighthouse
Reference: Executive Director Kihs and City Manager Harvey
Recommended Action: Following discussion, direct questions, concerns, comments to staff
- D. Plan calendar for 2017 (attached; two documents.)
Reference: Chair Pearse
Recommend Action: Following discussion, a decision.

ADJOURNMENT

The City of Pacific Grove does not discriminate against persons with disabilities. City Hall is an accessible facility. A limited number of devices are available to assist those who are deaf or hard of hearing.



DRAFT ACTION MINUTES

CITY OF PACIFIC GROVE
MUSEUM BOARD
REGULAR MEETING

Wednesday, September 28, 2016 at 5:00 p.m.

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

5:04 pm

CALL TO ORDER

Present: Chair John Pearse, Vice Chair Heidi Zamzow, Secretary Karen Hewitt, Board Members Broeck Oder, Katy Scott, City Council Liaison Robert Huit

Absent: City Manager Ben Harvey, Executive Director Jeanette Kihs

Guests: Juan Govea, PGMNH Director of Exhibits and Education

APPROVAL OF AGENDA

Action taken: Postponed 6A: Review of Facilities Plan because it needs to be in the packet for public view and comments; postponed: 7A: Review of audited financial statements.

Note: Agenda numbering skips #4.

PUBLIC COMMENTS

None

APPROVAL OF BOARD MEETING MINUTES

Action taken: Minutes of the July 13, 2016 meeting approved

REGULAR AGENDA

REPORTS NOT REQUIRING ACTION

A. Correspondence

No correspondence received

B. City Council Liaison Comments

The City Council appointed Katie Scott to the Museum Advisory Board

C. Museum Director's Monthly Reports for June, 2016 and July, 2016

Reports accepted by consensus

D. City Manager's Report

In City Manager's absence, he provided a memorandum dated September 28, 2016. Attached.

E. Board Chair's Report

No report. Offered some comments regarding the functional role of this board and its role into the future. An excerpted summary of Pearse's comments and of Board members follows:

JP: City's Museum Advisory Board, which is a City Charter Board, has changed quite a bit since it was set up. Originally it was set up to run the museum. At some time in history it became an advisory board, but it still met regularly with the Museum Director and reported to the City Council. The current responsibility of this board covers care of the collection and the building/facility, but not running the museum. Ten years after reorganization, it is clear the museum is functioning very well. The Museum's Facility Plan is put together by the Public Works Superintendent and the Museum Director and is reviewed by the City Manager. Our Board doesn't see it until the Facility Plan is done. Same with the Strategic Plan. The only aspects of that document that concerns us are the Goals for the Collection and Facility. But our Advisory Board was not included in the formulation of the Goals. This might not be a bad time for this Board to consider going to the City Council and asking them to consider taking it to citizens to vote whether to disband this committee.

HZ: would like to see the current City Manager have more time in his position before making decision.

KH: Would be good to hear from City Manager about our role vis-a-vis the Board Foundation and whether there is a more active role for this committee to play regarding collections and facility.

JP: Museum Director has said she would like this committee to continue. Would be good to hear more from her about why.

HZ: how does this dovetail with the question of our committee's responsibilities for collection oversight, which also includes Point Pinos Lighthouse artifacts.

RH: the multiple relationships among this Board, the Museum staff, and the City are healthy. The Museum Foundation is a private foundation and not obligated by Brown Act to have open meetings. The most important role of the museum advisory board is to represent the public, however that is defined. As you approach the question of what should be the role of this board, one option might be not having a board, but that shouldn't be the only option. The board serves an important interface with the Council.

JP: we might talk more about this in November when we set calendar for next year.

UNFINISHED BUSINESS

- A. Final version of Facilities Plan
Postponed. Facilities Plan will be included in Agenda packet for November 9, 2016 meeting.

NEW BUSINESS

- A. Review audited financial statements from the Museum Foundation for 2015-2016.
Postponed.
- B. Review Strategic Plan for Museum, 2016-2021
Actions taken:

1. Board agreed to have John Pearse contact City Manager Ben Harvey to arrange a time for the Museum Advisory Board to inform the City Council about the Museum's new 5-year Strategic Plan. Presentation to City Council will include participation by Museum staff and/or Foundation members.
2. Board formed a sub-committee of John Pearse and Heidi Zamzow to write an article for Cedar Street Times to inform the public about the Museum's Strategic Plan and the date it will be presented at City Council.

Discussion points included: review of Museum Advisory Board's role with regard to the Strategic Plan, especially related to Goal 1: Collection and Facility. It is appropriate for this Board to note and share with City Council our individual and collective reactions to the Strategic Plan, underscoring what we find important, laudable, and/or problematic. As a Board we will want to remember the Strategic Plan is a rolling document and revisit it over time.

ADJOURNMENT

Time adjourned: 6:09

Date of next meeting: Wednesday, November 9, 2016, 5:00pm

Respectfully Submitted, Karen Hewitt, Secretary

**City of Pacific Grove
Public Works Department**

**Pacific Grove Museum of Natural History
Facility Management 12-Month July 1, 2016**

This plan provides an outline of the projected City and Museum Foundation’s planned maintenance for the Pacific Grove Museum of Natural History, for the FY 2016/17 budget.

This plan does not detail any ongoing facility janitorial services provided by the City. Those are addressed separately.

FY 2016-17 Museum Facility Maintenance		
Task	Targeted Completion Date	Status
Dehumidify basement	10-16 Receiving quotes for moisture abatement	PW staff will dehumidify the basement and build a structure around the drain or cover the drain in the basement so humidity remains low. The City is receiving quotes for moisture barrier inside the basement
Energy Efficiency	Ongoing	The City is in the process of evaluating buildings to determine energy efficiency. As the City progresses through facilities, we will also conduct this at the Museum.
Landscaping Project	8-1-16	Replace existing Landscaping on the corner of Grand and Central with Low Impact Landscaping incorporating native plants and rain collection.
Lead Paint in Windows and Window Replacement	7-16	City has received a quote for the window repair and is in the process of receiving additional estimates. This is for the repair only, not full replacement. This will include lead abatement
Stair and Mezzanine Railings	Unknown	The City will be contacting specialist to evaluate the railings
Refurbish kiosk	10-16	This will be incorporated in our annual sanctuary cleanup prior to the overwintering
Elevator Floor	Unknown	The elevator floor will be evaluated and schedule accordingly
Collection Door Replacement	TBD	The Collection door needs to be reviewed and alternative need to be identified that provide better security.



Plan for 2017 *DRAFT*

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 in 2017 as follows:

1. Meet bimonthly or quarterly.
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. Review an annual summary report of performance metrics on behalf of the public and notify the City Council of any significant indicators.
5. Receive a report collection care in order to assess its progress

toward goals and maintenance of processes.

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,

John Pearce, Chair; Heidi Zamzow, Vice Chair; Karen Hewitt,
Secretary; Broeck Oder, Member; Katy Scott, Member.

Date: 9 November 2016

Required reports from Section 5.09 of Lease Agreement, as amended 21 May 2014.
Target dates for action based on bimonthly meetings.

Foundation will provide City with:

1. Within 45 days after end of each month an Operations Report (i.e. Monthly Director Reports (**every meeting**))
2. Within 60 days prior fiscal year (June 30; so May 2) updated Business and Fund Development Plans for following two fiscal years. (**July/August meeting**)
3. Within 120 days after fiscal year (June 30; so Oct 28) Audited Financials. (**November/December meeting**)
4. Whenever there is any change in the Foundation's Articles of Incorporation of Bylaws.

City will provide Foundation with.

1. Annually by July 1 each year a Facility Management Plan describing estimated major maintenance of the Museum needed for next three years and scheduled maintenance of the Museum during the next 12 months. (**July/August meeting**)

Other reports and actions that the Museum Board had prepared and/or will review (not required in the Lease Agreement.):

1. Planning Calendar for next year. (**Nov/Dec or Jan/Feb meeting**)
2. Election of officers. (**Jan/Feb meeting** – members terms begin in February)
3. Exhibit plan. (**Jul/Aug meeting**)
4. Annual Museum performance metrics report prepared by Executive Director. (**Nov/Dec or Jan/Feb meeting**)
5. Annual collections care report from the Curator. (**Jul/Aug meeting**)
6. Annual Museum Board report to City Council prepared by Chair and/or Secretary. (**Nov/Dec or Jan/Feb meeting**)

Prepared by John Pearse - 4 November 2016.

Proposed Calendar (bimonthly)

	Jan/Feb	Mar/Apr	May/June	Jul/Aug	Sep/Oct	Nov/Dec
Directors Reports	x	x	x	x	x	x
Business Plan				x		
Exhibits Plan				x		
Audited Financials						x
Facility Plan				x		
Planning Calendar						x
Officer Election	x					
Performance Metrics	x					
Collections Care Report			x			
Annual Report	x					

Or quarterly

	Feb/Mar	May/June	Aug/Sep	Nov/Dec
Directors Reports	x	x	x	x
Business Plan			x	
Exhibits Plan			x	
Audited Financials				x
Facility Plan			x	
Planning Calendar				x
Officer Election	x			
Performance Metrics		x		
Collections Care Report		x		
Annual Report	x			