



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

Wednesday, May 11, 2016

Regular Meeting 5:00 P.M.

City Manger'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, Vice Chair Heidi Zamzow, Board Members Karen Hewitt and Broeck Oder, City Council Liaison Robert Huitt, Executive Director Jeanette Kihs, City Manager Ben Harvey present.

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. Heidi Zamzow noted a correction to the March 23 minutes. The minutes erroneously indicated that Board Member Zamzow left at 6 p.m. She attended the full meeting. Councilmember Huitt left at 6 in order to attend a candidate forum. Tama Olver moved, and John Pearse, seconded that the minutes be approved as corrected. The motion passed unanimously 5/0. Tama Olver moved, and John Pearse seconded, that the minutes of January 13 be approved as submitted. The motion passed unanimously 5/0.

REGULAR AGENDA

4. **REPORTS NOT REQUIRING ACTION**

A. Correspondence.

Secretary Olver stated that no correspondence had been received.

B. City Council Liaison Comments

Councilmember Huitt noted that there was no report.

C. Museum Director's Monthly Reports for February and March, 2016

The reports were accepted by consensus. John Pearse expressed appreciation for the amount of useful information. In response to a comment by Tama Olver, Executive Director Kihs noted that the form of monthly report is created specifically for submittal to the city. Olver noted that a monthly Director's report is required by the Lease and Operating Agreement.

- D. City Manager's Report. None.
- E. Board Chair's Report. None.

5. UNFINISHED BUSINESS -- None

6. NEW BUSINESS

- A. American Alliance of Museums Standards for Collection Care
The Board reviewed the principles for collection care published by the American Alliance of Museums. Tama Olver noted that the Board has, over time, reviewed some aspect of collection care related to many of the principles.
- B. Report on Care of the Collection
A report on care of the collection will be carried forward to a future agenda when Curator of Collections, Paul Van de Carr, is available.
- C. Annual Facility Maintenance Plan
Tama Olver expressed appreciation that the draft report was available for review prior to the due date of July 1, 2016. After discussion, the board concluded that all major facilities maintenance items were included. The City Manager will include comments from the discussion in a final version of the report.
- D. Resignation of Secretary Olver
Tama Olver stated that she would resign from the city's Museum Board effective some time in May. She will begin serving on the Museum Foundation Board and it would create a conflict of interest for her to continue serving on the city's board. Councilmember Huitt expressed appreciation for Olver's service.

ADJOURNMENT

The meeting adjourned at 5:44 p.m.

Respectfully Submitted, Tama Olver, Secretary