



NOTICE OF MEETING

CITY OF PACIFIC GROVE MUSEUM BOARD MEETING AGENDA Wednesday May 11, 2016

REGULAR MEETING AGENDA

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

NEXT MEETING: The next regular meeting is scheduled for Wednesday July 13, 2016.

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

5:00 p.m.

CALL TO ORDER

1. APPROVAL OF AGENDA

2. PUBLIC COMMENTS

3. APPROVAL OF MUSEUM BOARD MEETING MINUTES

- A. Minutes of the January 13, 2016 Regular and March 23, 2016 Special Museum Board meetings
Reference: Tama Olver, Secretary
Recommended Action: Approve Minutes

REGULAR AGENDA

4. REPORTS NOT REQUIRING ACTION

- A. Correspondence
Reference: Tama Olver, Secretary
Recommended Action: Accept Correspondence.
- B. City Council Liaison Comments
Reference: Councilman Huitt
Recommended Action: Hear Comments.
- C. Museum Director's Monthly Report
Reference: Jeanette Kihs
Recommended Action: Accept Reports for February 2015 and March 2016.

D. City Manager's Report
Reference: Interim City Manager Harvey
Recommended Action: Hear Report

E. Board Chair's Report
Reference: Board Chair Pearse
Recommended Action: Hear Report

5. UNFINISHED BUSINESS -- NONE

6. NEW BUSINESS

- A. American Alliance of Museums Standards for Collection Care
Reference: Tama Olver, Secretary
Recommended Action: Review standards and decide any follow up action.
- B. Report on Care of the Collection
Reference: Tama Olver, Secretary
Recommended Action: Schedule a report on the status of collection care at the Museum.
- C. Annual Facility Maintenance Plan
Reference: Tama Olver, Secretary
Recommended Action: Review city's draft annual Facility Maintenance Plan to be submitted by June 30 to the Museum Foundation.
- D. Resignation of Secretary Olver
Reference: Tama Olver, Secretary
Recommended Action: Decide action to be taken regarding resignation of Secretary Olver.

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.
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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



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM BOARD

Wednesday March 23 13, 2016

Regular Meeting 5:00 P.M.

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

SPECIAL MEETING

5:07 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 present. Interim City Manager Ben Harvey absent.

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 moved approval of the October 28 minutes and the motion passed 3/0. Hewitt and Oder abstained as they were not yet board members. The January 13 minutes were incomplete as distributed and will be resubmitted at our next board 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 reported that Acting City Manager Ben Harvey was out of town and unavailable to attend our meeting, though very interested in the museum. He further reported that interviews for city manager were going well and candidates frequently cite our world-class museum as an asset to Pacific Grove and an attraction of the job.
- C. Museum Director's Monthly Reports for December and January, 2016
In response to a question about a repair that had not been completed, Executive Director Kihs reported that progress on repairs is good, if sometimes slow. She clarified that the report of loan jade returned was related to carvings owned by the Gem and Mineral Society. She said that she would provide the number, as well as

- number of attendees, for birthday parties. The reports were accepted by consensus.
- D. City Manager's Report. None.
 - E. Board Chair's Report
Chair Pearse noted he had nothing to report.

5. UNFINISHED BUSINESS

- A. Museum Tour for Interim City Manager
Councilman Huitt indicated that Interim City Manager Harvey was very impressed with the facility, especially his opportunity to see the treasures in the basement. Huitt noted significant improvement in organization and care since his last opportunity to tour, which was some time ago. He also noted the need to do more to use items from the basement to educate and attract people to the museum. He will urge other members of the city council to arrange tours of the museum and collection.
- B. Audited Financial Statements 2014-2015
John Pearse noted the significance of receiving a clean audit. Member Zamzow moved acceptance of the report and the motion passed unanimously, 5/0. Secretary Olver will transmit the document to the city council with a note about the significance of a clean audit and a recommendation that the council accept the report.

6. NEW BUSINESS

- A. Approval of slate of officers for 2016
Heidi Zamzow moved that the slate of officers be: John Pearse, Chair; Heidi Zamzow, Vice Chair; Tama Olver, Secretary. Tama Olver seconded the motion and it passed unanimously 5/0.

Member Zamzow left the meeting at 6 p.m.

- B. Election of officers for 2016
The board agreed that approval of the slate of officers was sufficient to elect them.
- C. Annual Compilation of Statistics from Museum Director Monthly Reports
The board expressed appreciation to Executive Director Kihs for compiling the information and agreed that future reporting would focus on a smaller number of key statistics to be reported on a fiscal year basis (July 1 to June 30). Board members suggested the following be included: Web site and social media activity (including Facebook followers), attendance (with breakout for Science Saturdays and PG residents separately), number of volunteers and the hours they serve, and participation in education programs.

Board member Olver noted that historical data showed a peak number of visitors in April, thought to be occurring because of the annual wildflower show. Data for 2015 did not show this peak and it might be worthwhile to understand why.

ADJOURNMENT

The meeting adjourned at 6:28 p.m.

Respectfully Submitted, Tama Olver, Secretary



**Pacific Grove Museum of Natural History
Director's Report
February 2016**

VISITATION

Visitation and Visitor Experience	February 2016	February 2016
Museum Visitation	Number of Attendees: Guests – 1,690 Science Saturday – 379 Lecture- 54 Attendees Meetings- 106 Attendees Museum Events- 189 Attendees Field Trips- 804 Other Groups- 22 TOTAL- 3,254	LiMPETS (off-site)- 742 MPUSD (off-site)- 441 TOTAL (on and off-site)- 4,437
Monarch Sanctuary Visitation	Guests – 6,698	

EXHIBITIONS

Exhibits	February 2016
Permanent Exhibitions	<ul style="list-style-type: none"> Hands-on plate tectonics puzzle created and installed with new Geology exhibit Entryway planter beds re-planted Two original landscape paintings hung in small mammal cases on mezzanine
Special Exhibitions	<ul style="list-style-type: none"> Four Ohlone work baskets installed as new rotation in “Asking the Baskets” exhibit

EDUCATION

Education	February 2016					
School Group Visits	Marina Vista	Marina	67	Bay View Academy	Monterey	48
	Mission Park	Salinas	100	Gabilan Elementary	Soledad	75
	Rose Ferero School	Soledad	84	Forest Grove	Pacific Grove	28
	Del Rey Woods	Monterey	100	Monterey Bay Charter School	Pacific Grove	32
	Lincoln Elementary	Salinas	120	Forest Grove	Pacific Grove	22
	Elkhorn Elementary	Castroville	104	Bay View Academy	Monterey	24
				Total: 804		
Other Group Visits	Emeryville Senior Center	Emeryville	18			
	Senior Group @ Museum	San Jose	4			
	Total: 22					

Education	February 2016	
Science Saturday	<ul style="list-style-type: none"> Worms, Slugs & Bugs Total: 379 visitors	
Group Outreach Programs/Kits	<ul style="list-style-type: none"> N/A Number of kits checked out: 0 Total Outreach: 0 students	
Museum Meetings	<ul style="list-style-type: none"> Sustainable PG-35 Gem and Mineral -42 Chamber meeting -29 Total: 106	
Museum Events/ Facility Rentals	<ul style="list-style-type: none"> Night Owl – 111 Mark Twain and the Wild, Wild West, 1863-1868- 60 Sleepover - 18 Total: 189	
Lectures	<ul style="list-style-type: none"> Lecture: Mushroom Mysteries: 54 Total: 54 attendees	
LiMPETS	<ul style="list-style-type: none"> Turlock Junior High School – 50 CSUMB Marine Science Club – 25 Sheppard Middle School – 122 John Muir Charter School – 17 Castroville Elementary School – 93 Dual Language Academy of Monterey Peninsula – 30 Rocky Intertidal Teacher Workshop – 25 Pacific Grove High School – 160 	<ul style="list-style-type: none"> Point Lobos Docents – 12 Watsonville High School High School – 30 Western Sierra Collegiate Academy – 18 Menlo-Atherton High School – 30 James Logan High School – 50 Diamond Technology Institute – 50 Santa Catalina School –30 Total: 742 participants
MPUSD	<ul style="list-style-type: none"> Total Participants: 441 	

MARKETING AND PROMOTIONS

Marketing & Promotions	February 2016
Web	Visits – 11,132 Page views – 24,444
Marketing/Public Relations	<ul style="list-style-type: none"> Mushroom Mysteries featured in Cedar Street Times Museum mentioned in Mark Twain production in Monterey Weekly Now: http://goo.gl/DVtYyV Science Saturday: Slugs featured in Cedar Street Times Linda Yamane basket news featured in Cedar Street Times Linda Yamane basket news featured in Monterey Weekly: http://goo.gl/6zPmb1 Museum mentioned, quoted in story in the Californian http://goo.gl/QW4ObC Monarch numbers and Museum featured in Santa Cruz Sentinel and Monterey Herald: http://goo.gl/lisogM Monarchs featured on KION News Channel 5: http://goo.gl/k1q65y

ORGANIZATIONAL UPDATES

Organizational Updates	February 2016
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Organizational Updates	February 2016
Staff	<ul style="list-style-type: none"> Allison Watson, Education Programs Manager left employment on February 13, 2016

PERSONNEL & VOLUNTEERS

Personnel	February 2016
Volunteers	<ul style="list-style-type: none"> Museum Docent volunteers worked 116.63 hours Museum Garden volunteers worked 18.15 hours Museum Projects & Events volunteers worked 93.18 hours Museum Store volunteers worked 102.3 hours Monarch Sanctuary volunteers worked 183.5 hours Total Volunteer Hours: 513.76 hours Total Volunteer Count: 59
Volunteer Orientation/ Enrichment	<ul style="list-style-type: none"> Volunteer Information Meeting, 6 attendees Volunteer Orientation, 3 attendees Total New Volunteers: 3 Total Volunteers Attending Enrichments: 18

COLLECTIONS

Conservation & Collections	February 2016
Management	<ul style="list-style-type: none"> Received transfer of many new objects from the Museum of Monterey, including the H. Royce Greatwood model Chinese Junk collection Installed new video component in geology exhibit Updated bird sponsorship labels Continued selection process for Member's event in March. Taking photographs, measuring, researching and updating database for approximately 80 weapons from the collection. Final selection closer to 50 items Received loan of new Native American baskets and installed in upstairs exhibit Conducted volunteer training for Member's event Updated PastPerfect online with approximately 80 additional records and photographs De-installed Santa Catalina art exhibit Assisted researcher looking for information about pressed algae collections Assisted Chris Tenney on new local insect displays Installed new Sea otter pelt touch box for Sea otter exhibit. Relocated one painting in City Council chambers at City Hall
Conservation	<ul style="list-style-type: none"> Worked with Tonja Morris on bird specimen conservation project Created condition reports for incoming/outgoing loans Assessed condition of objects being used for Member's event Monthly check of Temperature/relative humidity levels and pest activity

FACILITY AND RISK MANAGEMENT

Facility and Risk Management	February 2016
Repairs / Upgrades	<ul style="list-style-type: none">• 2/11/16 - Waterless Urinals needed the filters replaced. Reported through the web request #142161078.

Pacific Grove Museum of Natural History
Director's Report
March 2016

VISITATION

Visitation and Visitor Experience	March 2016	March 2016
Museum Visitation	Guests – 1,420 Science Saturday – 490 Lecture- 87 Attendees Meetings- 184 Attendees Birthday Parties- 154 Attendees Museum Events- 75 Attendees Facility Rentals- 35 Attendees Field Trips- 327 Attendees Other Groups- 108 Attendees TOTAL- 2,880	LiMPETS (off-site)- 386 students MPUSD/MPRPD (off-site)- 369 students TOTAL (on and off-site)- 3,635
Monarch Sanctuary Visitation	Guests –N/A	

EXHIBITIONS

Exhibits	March 2016
Permanent Exhibitions	<ul style="list-style-type: none"> Fifty plants of the endangered Yadon's rein orchid (<i>Piperia yadonii</i>) transplanted from Presidio of Monterey to museum's native plant garden (because of planned construction by Army)

EDUCATION

Education	March 2016	
School Group Visits	<ul style="list-style-type: none"> Fairview Middle School 120 Crescent Elementary 105 City of Seaside 42 	<ul style="list-style-type: none"> Robert Down Elementary 32 Forest Grove Elementary 28 Total: 327 students
Other Group Visits	California Naturalist Class-27 students times 4 classes Total: 108	
Science Saturday	<ul style="list-style-type: none"> Bees, Wasps, Honey and Hives Total: 490 visitors	
Group Outreach Programs/Kits	International School of Monterey- Predator and Prey- Seaside Number of kits checked out: 1	
Museum Meetings	<ul style="list-style-type: none"> Sustainable PG- 64 Audubon Society – 30 CV Gem and Mineral- 30 	<ul style="list-style-type: none"> Foundation Board meeting -14 Native Plant Society- 45 Total: 184
Museum Events/ Facility Rentals	<ul style="list-style-type: none"> Rental 3/9: 10 attendees Rental 3/15: 25 attendees Birthdays: 4- 154 attendees 	<ul style="list-style-type: none"> Weapons Event: 75 attendees Total: 264 Attendees

Education	March 2016	
Lectures	<ul style="list-style-type: none"> Natural History Book Club: The Spine of the Continent by Mary Ellen Hannibal Total: 4 attendees <ul style="list-style-type: none"> The Natural History of the Ultimate Mouthful: Lunge Filter Feeding in Baleen Whales," presented by Jeremy Goldbogen; 83 attendees 	
LiMPETS	<ul style="list-style-type: none"> Carmel Middle School – 150 North Salinas High School – 60 Diamond Technology Institute – 30 Cabrillo College – 30 Monterey County Home Charter School – 25 	<ul style="list-style-type: none"> Monterey Peninsula College – 20 CSU Stanislaus – 21 Lincoln High School – 50 Total: 386 participants
MPUSD/MPRPD	<ul style="list-style-type: none"> Total MPUSD Participants: 312 Total MPRPD Participants: 57 	

MARKETING AND PROMOTIONS

Marketing & Promotions	March 2016
Web	Visits – 10,093 Page views – 21,142
Marketing/Public Relations	<ul style="list-style-type: none"> Lunge filter feeding lecture in the Monterey Weekly online: http://goo.gl/vrSXPu Museum mentioned in Examiner story: http://goo.gl/tGlgzc Science Saturday: Bees, Wasps, Honey and Hives featured in Cedar Street Times 2016 Wildflower Show featured in Cedar Street Times Native American baskets featured on SketchFab: https://goo.gl/5PYIFP

ORGANIZATIONAL UPDATES

Organizational Updates	March 2016
Staff	<ul style="list-style-type: none"> Mary Martha Waltz hired 3/22/2016 as part-time Advancement Coordinator

PERSONNEL & VOLUNTEERS

Personnel	March 2016
Volunteers	<ul style="list-style-type: none"> Museum Docent volunteers worked 107.58 hours Museum Garden volunteers worked 34.7 hours Museum Projects & Events volunteers worked 121.23 hours Museum Store volunteers worked 85.13 hours Museum Black Oyster Monitoring volunteers worked 24.5 hours Total Volunteer Hours: 373.14 hours Total Volunteer Count: 51
Volunteer Orientation/Enrichment	<ul style="list-style-type: none"> Volunteer Information Meeting, 0 attendees Volunteer Orientation, 1 attendees Total New Volunteers: 1 Total Volunteers Attending Enrichments: 0

COLLECTIONS

Conservation & Collections	March 2016	
Management	<ul style="list-style-type: none">• Received donation of South American basketry for use in education programs• Catalog materials received from the Museum of Monterey.• Worked on 2015-2016 rotating inventory.• Created basic timeline of Museum History from 1875 to 1952.• Conducted interpretation training with volunteers for Member's event.• Installed Treasures from the Basement: Historic Weapons for Member's Exclusive Event.• Updated online database with approximately 50 additional catalog records including weapons photographed for Member's event.• Began planning for new exhibit case that will contain selections from the collection.• Conducted volunteer collection workshop.• Assisted with tours of the Collection.	<ul style="list-style-type: none">• Returned "Serra Chair" to CA State Parks.• Worked with Volunteers at Lighthouse to update location of PGMNH objects that have been relocated during the lighthouse restoration project.• Assisted researcher looking for information about the Chinese Fishing Village.• Assisted Chris Tenney with the completion of two new insect displays for mezzanine.• Began examination of currency display to assess condition.
Conservation	<ul style="list-style-type: none">• Worked with Tonja Morris on bird specimen conservation project.• Monthly check of Temperature/relative humidity levels and pest activity.	

FACILITY AND RISK MANAGEMENT

Facility and Risk Management	March 2016
Repairs / Upgrades	<ul style="list-style-type: none">• 3/2/16 Reported sink sensors in the women's restroom not working. City came and replaced the batteries.• 3/11/16 Reported leak in the solarium. It stopped raining; however it was not repaired. Needs resealing.• 3/11/16 Contacted Caleb for window cleaning. City to contact local window washer to get a bid.

AAM Standards Regarding Collections Stewardship

- The museum owns, exhibits or uses collections that are appropriate to its mission.
- The museum legally, ethically and effectively manages, documents, cares for and uses the collections.
- The museum conducts collections-related research according to appropriate scholarly standards.
- The museum strategically plans for the use and development of its collections.
- The museum, guided by its mission, provides public access to its collections while ensuring their preservation.
- The museum allocates its space and uses its facilities to meet the needs of the collections, audience and staff.
- The museum has appropriate measures in place to ensure the safety and security of people, its collections and/or objects, and the facilities it owns or uses.
- The museum takes appropriate measures to protect itself against potential risk and loss.