



NOTICE OF MEETING

CITY OF PACIFIC GROVE MUSEUM ADVISORY BOARD

Tuesday, November 14, 2017, 5:00PM
REGULAR 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 5 PM, Tuesday, Feb 13, 2018.
*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 29 August, 2017 Special Museum Board Meeting
Reference: Katy Scott, Secretary
Recommended Action: Approve Minutes

REGULAR AGENDA

4. **ITEMS 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 Reports for June, July, August, and September 2017
Report on Museum Website (<http://www.pgmuseum.org/monthly-reports/>)
Reference: Executive Director Kihs
Recommended Action: Receive Reports for June - September 2017.
 - D. City Manager's Comments
Reference: City Manager Harvey
Recommended Action: Receive Comments

- E. Board Chair's Comments
Reference: Board Chair Pearse
Recommended Action: Receive Comments

5. NEW BUSINESS

- A. Review Performance Metrics of Museum for 2016-17 (postponed from May meeting (attached)
Reference: Executive Director Kihs
Recommended Action: Receive statements
- B. Review Collections Care Report (postponed from May meeting)(attached)
Reference: Curator Paul Van de Carr
Recommended Action: Receive statements
- C. Review Audited Financials (postponed to Feb 2018 meeting)
Reference: Executive Director Kihs
Recommended Action: No action
- D. Facility Management Plan (postponed from August meeting) (attached)
Reference: City Manager Harvey
Recommended Action: Receive Report
- E. Return of loaned framed Monarch illustration (letter attached)
Reference: Executive Director Kihs
Recommended Action: Receive Report
- F. Develop Planning Calendar for 2018 (attached)
Reference: Board Chair Pearse
Recommended Action: Receive Report

ADJOURNMENT

<p>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.</p>



ACTION MINUTES

CITY OF PACIFIC GROVE MUSEUM ADVISORY BOARD

Tuesday, August 29, 2017
5PM

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 5 PM, Tuesday, November 14,
2017.

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

4:59 p.m.

CALL TO ORDER

Present: Chair John Pearse, Vice Chair Heidi Zamzow, Board Member Broeck Oder, Board Member Elayne Azevedo, Board Member Katy Scott, City Manager Ben Harvey, City Council Liaison Robert Huitt, Executive Director Jeanette Kihs, Collections Registrar Nate King

Absent: none

Guests: none

1. APPROVAL OF AGENDA

Agenda approved by consensus, after minor edit: remove "recommended action" under "comments."

2. PUBLIC COMMENTS

None

3. APPROVAL OF MUSEUM BOARD MEETING MINUTES (Attached)

A. Minutes of the May 9, 2017 Museum Advisory Board

Reference: Katy Scott, Acting Secretary

Recommended Action: Approve Minutes

Heidi Zamzow suggested correcting the spelling of Gonzales. John Pearse moved to approve with edit, all approved.

Heidi Zamzow pointed out that past meeting minutes, from September 2016 and February 2017, aren't posted on city website. Ben Harvey said he will follow up.

May minutes state that metrics for the Museum and the collections report were scheduled for the August meeting, but those items will be postponed because the August agenda is full and the curator is on medical leave.

4. THANK BOARD MEMBER KAREN HEWITT; WELCOME NEW BOARD MEMBER ELAYNE AZEVEDO

5. ELECT NEW SECRETARY

All approved Katy Scott as board secretary.

REGULAR AGENDA

6. REPORTS NOT REQUIRING ACTION

A. Correspondence

Reference: John Pearse, Chair

Recommended Action: Accept Correspondence

None

B. City Council Liaison Comments

Reference: Councilman Robert Huitt

Recommended Action: Receive Comments

Robert Huitt welcomed Elayne Azevedo and highlighted the importance of the Board's role. He also suggested scheduling a time for the City Council to tour the Museum.

All agreed a tour would be beneficial, possibly in connection with Item 7E, the proposed butterfly mural.

C. Museum Director's Monthly Reports for April, May, and June 2017

Report on Museum Website (<http://www.pgmuseum.org/monthly-reports/>)

Reference: Executive Director Jeanette Kihs

Recommended Action: Receive Reports for April - June 2017.

Board members stated that the June Report isn't accessible on the city website. John Pearse pointed out that attendance is strong, and 30-40% is out-of-county. Heidi Zamzow asked whether the Monterey Peninsula Unified School District (MPUSD) program is discontinued. Jeannette Kihs replied that it went through June, but MPUSD stopped funding it.

Katy Scott highlighted the high LiMPETS numbers, even through summer, due to

Pajaro Valley Unified School District participation.

- D. City Manager's Comments
Reference: City Manager Ben Harvey
~~Recommended Action: Receive Report~~

Ben Harvey reserved comments for Item 7E, the proposed butterfly mural

- E. Board Chair's Comments
Reference: Board Chair John Pearse
~~Recommended Action: Receive Report~~

None

7. NEW BUSINESS

- A. Proposed accession to and de-accession from the Museum's collections
Four documents attached
Reference: Executive Director Jeanette Kihs

Heidi Zamzow moved that the board approve the de-accession of the ulna and forward that recommendation to the City Council and ask that they respond in writing as to their action. All approved.

Heidi Zamzow moved that the board approve the accession of all the items in the document and forward that recommendation to the City Council and ask that they respond in writing as to their action. All approved.

Ben Harvey said he will add the item to the City Council's September 20th agenda.

Robert Huitt suggested a full presentation to the Council, with images. Nate King and Jeannette Kihs responded that they could create a presentation, if desired.

- B. Review of Business and Fund Development Plans (attached)
Reference: Executive Director Jeanette Kihs

John Pearse pointed out that the Museum website doesn't have last year's plans to compare them to. Heidi Zamzow added that she was unable to find last year's plans on the city website.

Jeannette Kihs said there's no surprises in the plans. The Museum is working on Year 2 of the strategic plan shared last year. After questions from Heidi Zamzow, Jeannette Kihs highlighted the goal of increasing facility rentals and membership.

- C. Review of Exhibits Plans (attached)
Reference: Executive Director Jeanette Kihs

Jeannette Kihs said her goal is to allow more people to see more specimens currently in the Museum's collection.

Board members shared excitement for new exhibits.

- D. Review of Facility Management Plan
Reference: City Manager Ben Harvey

Ben Harvey requested moving this to the next meeting because updates are needed.

- E. Proposed Butterfly Mural for exterior east wall of Museum
Reference: City Manager Ben Harvey

Ben Harvey shared that there's a proposal from Ink Dwell to paint a monarch butterfly mural on the Museum's external blank wall on the Grand Avenue side. A concern is to ensure it's in line with Museum and city goals. The city's recently updated public art policy means any proposals for public art need to go to the Beautification and Natural Resources Commission for approval, then the City Council. In this case, Ben Harvey recommends going further and getting the approval of the Museum Foundation as well. He shared that the city is working to ensure that, if approved, future maintenance of the mural would be guaranteed. He also said that, if approved, a community fund raising effort would likely be necessary to pay for the mural. He added that, with plans for the new pedestrian plaza on the corner of Forest Avenue and Ocean View Avenue, the mural could add to the sense of a cultural center of the city.

ADJOURNMENT

John Pearse moved to adjourn, Elayne Azevedo seconded.
Time Adjourned: 6:23 p.m.

Respectfully Submitted, Katy Scott, Secretary

Pacific Grove Museum of Natural History

July 1, 2016-June 30, 2017	PG Museum Stats
General Attendance	17,657
In County Visitors (56%)	9,953
Out of County Visitors (32%)	5,536
Unknown County Visitors (12%)	2,178
Science Saturday	4,357
Field Trips	6,385
Museum Events	4,813
Birthdays	487
Facility Rentals	1162
Meetings	1194
Misc. Groups (Adults, College Students etc)	336
Summer Camps	100
Total On-site Attendance	36,491
Monarch Sanctuary Attendance	27,547
LiMPETS	4,060
Eco-Ambassadors/Watershed Explorers	4,889
Other Educational Outreach	8,960
Total Off-site Attendance	45,456
Volunteers	753
Volunteer Hours	5,084

(Average No for any given month)

Collections Care Report 2017

- The rotating inventory schedule has been adjusted to accommodate new storage locations.
- New records added to catalogue- 18
- Records removed from catalogue- 1 (NAGPRA repatriation)
- Assisting Vern Yadon in adding new specimens to herbarium.
- Objects inventoried- 6,856
- Image files added to database- 13,512
- Objects cleaned and rehoused- 527
- Objects newly available to view online- 1,346
- New LED lighting installed in collection storage area to replace fluorescent fixtures.
- New dehumidifier installed

**City of Pacific Grove
Public Works Department**

**Pacific Grove Museum of Natural History
Facility Management 12-Month July 1, 2017**

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 2017/18 budget.

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

FY 2017-18 Museum Facility Maintenance		
Task	Targeted Completion Date	Status
Energy Efficiency	Ongoing Meeting with PG&E 12-17	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. Update: Public works has meet with PG&E and is in process of evaluating rates and efficiencies.
Pressure Wash Exterior	7-18	The City will contact vendors and receive quotes. Incorporated into exterior panting on Grand side
Lead Paint in Windows and Window Replacement	12-17	City will be moving on the replacement of the cracked window panes.
Stair and Mezzanine Railings	12-17	The City will be contacting specialist to evaluate the railings
Refurbish kiosk/ Install Iron ranger	5-18	City will perform these task after the overwintering season
Whale Matting	1-18	City has quotes. Will schedule with vendor
Collection Door Replacement	TBD	The Collection door needs to be reviewed and alternative need to be identified that provide better security.
Grand Avenue side building exterior painting	7/18	Painting of the Grand Avenue side of the Building, pressure washing will be included
Spot Painting of interior	TBD	City Staff to walk facility with Museum staff to determine the scope.
Completed Items		
Dehumidify basement	10-16 Receiving quotes for moisture abatement Completed	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

FY 2017-18 Museum Facility Maintenance

Task	Targeted Completion Date	Status
Elevator Floor	Unknown Completed	The elevator floor will be evaluated and schedule accordingly
Landscaping Project	8-1-16 Completed	Replace existing Landscaping on the corner of Grand and Central with Low Impact Landscaping incorporating native plants and rain collection.
Install Sanctuary Signs	9-17 Completed	Signs fabricated for Sanctuary entrance and will be installed prior to Overwintering
Dehumidify basement	10-16 Receiving quotes for moisture abatement Completed	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

Planning Calendar for 2018

	Feb 13	May 8	Aug 14	Nov 13
Director's Reports	x	x	x	x
Officer Election	x			
Audited Financials	x			
Annual Report		x		
Business Plan		x		
Collections Care Report			x	
Exhibits Plan			x	
Facility Plan			x	
Performance Metrics				x
Planning Calendar				x