



NOTICE OF MEETING

CITY OF PACIFIC GROVE MUSEUM BOARD

Tuesday, November 13, 2018 - 5PM

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. 12, 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 Aug. 14, 2018 meeting
Reference: Broeck Oder, 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 July, August, September 2018
Report on Museum Website (<http://www.pgmuseum.org/monthly-reports/>)
Reference: Executive Director Kihs
Recommended Action: Receive Reports for Jul-Sep. 2018.

- 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. REVIEW OF ITEMS OF PREVIOUS MEETING.

- A. Approved Minuets of May 8, 2018 Museum Board meeting, the Museum's Collections Care Report, and the City's Facility Management Plan for 2018-19 all forwarded to City Council for their information. (Sent to Kerry Lindstrom Aug 15; posted on consent agenda of 5 September City Council mtg.)

6. UNFINISHED BUSINESS

- A. Museum Board procedures update and reformatting agenda
Reference: City Manager Harvey
Action: Review after Board and Commission handbook is approved by Council.

7. NEW BUSINESS

- A. Performance Metrics for 2017-2018
- B. Planning Calendar for 2019

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
Tuesday, August 14, 2018 at 5:00 p.m.

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

5:07 p.m.

CALL TO ORDER

Present: Chair John Pearse, Secretary Broeck Oder, Board Members Elayne Azevedo, Matthew Crawford, and David Laws; City Council Liaison Robert Huitt; and Executive Director Jeanette Kihs. Also present: Collections Registrar Nate King and Director of Exhibits and Education Juan Govea.

1. WELCOME NEW BOARD MEMBERS

New Board members Matthew Crawford and David Laws were welcomed and thanked for their willingness to serve.

2. APPROVAL OF AGENDA

Agenda approved by consensus.

3. PUBLIC COMMENTS

None

4. APPROVAL OF MUSEUM BOARD MEETING MINUTES

The Minutes of the 8 May 2018 meeting were approved.

REGULAR AGENDA

4. ITEMS NOT REQUIRING ACTION

A. Correspondence

None

B. City Council Liaison Comments

Council Member Huitt welcomed new members Crawford and Laws on behalf of the City Council. In the absence of City Manager Ben Harvey, Council Member Huitt reported that the Hotel Durell project would come before the City Council on Wednesday, August 15, and the willingness of the project manager to make some

changes has been welcome. This is of importance to the Museum, as the new hotel structure will be directly across

Grand Avenue from the Museum. Connected to this, Council Member Huitt also noted that the City is working to exercise more control over its coastline, and more in this realm will be known in the future. However, Council Member Huitt and Mayor Bill Kampe are the Council subcommittee studying these issues, and they are trying to hear all sides of the issues and to create a “package” going forward that will work and be approved. Council Member Huitt reiterated that all of this is relevant to the Museum, noting that he and Mayor Kampe are also working with state officials as well as an array of individuals, including Board Chair Pearse, to best represent the City’s (and thus the Museum’s) best interests.

C. Museum Director’s Monthly Reports for April, May, and June, 2018

Director Kihs noted that attendance numbers continue to look good in 2018. Board Member Azevedo noted she is impressed by the array of educational topics and programs presented at the Museum, reporting that, in her contacts with citizens, the work of the Museum staff is meeting with general approbation. Director Kihs appreciated the information and emphasized that the Museum staff strives to be a “pre-eminent” resource for both educational institutions and the interest of the general public, especially children.

D. City Manager’s Comments

Council Member Huitt reported that City Manager Harvey was not present due to being on vacation.

E. Board Chair’s Comments

Board Chair Pearse indicated there was nothing additional on which to comment.

5. REVIEW OF ACTION ITEMS OF PREVIOUS MEETING

Council Member Huitt reported that the following submitted by the Museum Board were approved by the City Council: the Museum Board Report of 2017, the Museum Board Calendar for 2018, and the Approved Minutes of the 13 February 2018 Museum Board meeting. The Council also approved the Museum Board’s recommendation to allow sampling Grizzly specimens at the Museum for stable isotope analysis.

6. UNFINISHED BUSINESS

A. Council Member Huitt reported in lieu of City Manager Harvey. The Museum Board procedures update and reformatting agenda was re-scheduled for review in the fall, due to the significant degree of coordination needed involving the City’s lawyer (Heidi Quinn), the City Council, and the various boards. Council Member Huitt noted that the Museum Board has been doing good work and that nothing in the delay should be interpreted as a reflection on or a complication for the Board.

B. Council Member Huitt, in lieu of City Manager Harvey, reported that the repair/maintenance project on the Museum's beloved mascot/symbol, "Sandy the Whale," has been successfully completed on time and on budget. Council Member Huitt had high

praise for the City Public Works Department for its efforts, noting "Sandy" had to be disassembled; Council Member Huitt especially highlighted the designing of "a custom-built frame to replace the deteriorated, broken frame." Outside welders ensured through their work that the new frame was in place. Council Member Huitt was pleased to report, and the Museum Board was equally pleased to hear, that the project is at "mission accomplished," and "Sandy" will **not** have to be lifted or moved.

C. A question had arisen on the audited financial statements of the Museum, specifically what must be reported to the City Council. It has been determined that the Council should see the profit/loss sheets and the balance sheets. Director Kihs indicated she can send in the June 30, 2017 report at this time.

7. NEW BUSINESS

A. Museum Collections Registrar Nate King gave the Collections Care report, noting new records can now be individualized for what was heretofore "batched" records (such as a group of fifty photographs, for example). Registrar King emphasized that nothing is added to the data base unless it is clearly the property of the Museum, further noting that the term "Museum collection" is synonymous with the term "Permanent Collection." The "Temporary Collection" designation applies to anything the Museum has that is not the property of the City. In the future, part of the Temporary Collection will be accessioned into the Permanent (i.e., City of Pacific Grove) Collection. Registrar King further noted that key to all of this is having provenance and full, verifiable background information on any given item. A great many items were in the Museum when the Foundation took over the Museum were not so documented, which is why there are multiple levels of "temporary" in relation to the collections. Registrar King also emphasized that even temporary items are very carefully tended. He also clarified that while there are many photographs in the temporary collections, the really key materials are in the Permanent Collection. Director Kihs further noted that the Museum basement is "chock full," so the Museum cannot, at this time, take "anything of size." The staff is working to consolidate everything, which will help them take out things that are simply "storage" items.

B. On the Facility Management Plan, Director Kihs noted that pigeons have been and remain a real problem, which must be addressed. She also noted the heating, ventilating, and air conditioning (HVAC) systems need a "dire upgrading." Fortunately, in another year, the Museum can apply for another state grant to help with some of this work. Director Kihs noted that Museum staff can separate projects out and create an organized list indicating a clear three year plan, about which Board Chair Pearse had inquired.

Director Kihs noted the City has had the carpet cleaned in the Museum, but its bare floors remain in need of a thorough cleaning. It will take a grant or a well-planned long-term project to address that particular need.

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August 14, 2018**

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The Museum Board members unanimously accepted the report.

C. On a separate note, Director of Exhibits and Education Juan Govea highlighted the Museum's upcoming (November 7, 2018) new program, "The Future of Agriculture," which is sure to be a work of great interest to a diverse array of local individuals. Director Kihs also noted various other events will be upcoming, some of which are tied to the Museum's 135th anniversary celebration.

ADJOURNMENT: 5:53 p.m.

Pacific Grove Museum of Natural History

| July 1, 2017-June 30, 2018 | PG Museum Stats |
|--|-----------------|
| | |
| General Attendance | 17,620 |
| | |
| In County Visitors (59%) | 10,477 |
| Out of County Visitors (41%) | 7,143 |
| | |
| Science Saturday | 5,092 |
| | |
| Field Trips | 4,997 |
| | |
| Museum Events | 4,429 |
| | |
| Birthdays | 697 |
| | |
| Facility Rentals | 840 |
| | |
| Meetings | 1171 |
| | |
| Misc. Groups (Adults, College Students etc) | 275 |
| | |
| Summer Camps | 91 |
| Total On-site Attendance | 35,212 |
| Monarch Sanctuary Attendance | 35,265 |
| | |
| LiMPETS | 3,888 |
| | |
| Watershed Explorers | 1,773 |
| | |
| Other Educational Outreach | 3,325 |
| Total Off-site Attendance | 44,251 |
| | |
| Volunteers | 551 |
| | |
| Volunteer Hours | 4,771 |

(Average No for any given month is 46)

Museum Board Planning Calendar for 2019

| | Feb 12 | May 14 | Aug 13 | Nov 12 |
|----------------------------------|---------|---------|--------|--------|
| Director's Reports | x | x | x | x |
| Officer Election | x | | | |
| Audited Financials | x?..... |X? | | |
| Annual Report | x?..... |x? | | |
| Business & Fund Development Plan | | x | | |
| Collections Care Report | | | x | |
| Exhibits Plan | | | x | |
| Facility Management Plan | | | x | |
| Performance Metrics | | | | x |
| Planning Calendar | | | | x |