



## NOTICE OF MEETING

# CITY OF PACIFIC GROVE MUSEUM BOARD

Tuesday, 14 Aug 2018 - 5PM

## REGULAR MEETING AGENDA

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

NEXT MEETING: The next regular meeting is scheduled for 5 PM, Tuesday, Nov 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. **WELCOME NEW BOARD MEMBERS: MATTHEW CRAWFORD AND DAVID LAW**
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **APPROVAL OF MUSEUM BOARD MEETING MINUTES (Attached)**
  - A. Minutes of the 8 May 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 April, May, June 2018  
Report on Museum Website (<http://www.pgmuseum.org/monthly-reports/>)

Reference: Executive Director Kihs  
Recommended Action: Receive Reports for Apr.-Jun. 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 ACTION ITEMS OF PREVIOUS MEETING.**

- A. Museum Board Report of 2017, Museum Board Calendar for 2018, and Approved Minutes of 13 February 2018 Museum Board meeting all forwarded to City Council for information.
- B. Approved request to sample Grizzly specimens at the Museum for stable isotope analysis forwarded to City Council for approval.

**UNFINISHED BUSINESS**

- 6. A. Museum Board procedures update and reformatting agenda  
Reference: City Manager Harvey  
Action: Review after Board and Commission handbook is approved by Council.
- B. Sandy' Maintenance  
Reference: City Manager Harvey  
Action: Discuss and decide on any needed action.
- C. Audited Financials  
Reference: Councilman Huitt:  
Action: Are the Museum Board's minutes adequate for the City Council, or does the Council want all of the financial report sheets?

**NEW BUSINESS**

- 7. A. Collections Care Report  
Reference: Executive Director Kihs/or Collections Manager King  
Recommended Action: Review report and decide any needed action.
- B. Facility Management Plan  
Reference: City Manager Harvey  
Recommended Action: Review report and decide any needed action.

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, May 8, 2018 at 5:00 p.m.

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

5:03 p.m.

**CALL TO ORDER**

Present: Chair John Pearse, Secretary Broeck Oder, Board Member Elayne Azevedo, City Council Liaison Robert Huitt, Executive Director Jeanette Kihs. Also present: Collection and Exhibits Manager Nate King, and former Board Member Heidi Zamzow.

**1. APPROVAL OF AGENDA**

Agenda approved by consensus.

**2. PUBLIC COMMENTS**

None

**3. APPROVAL OF MUSEUM BOARD MEETING MINUTES**

The draft of the Minutes for February 13, 2018 was amended as follows: "Goven" was changed to "Govea"; "liason" was changed to "liaison".

The Minutes were approved as amended.

**REGULAR AGENDA**

**4. REPORTS NOT REQUIRING ACTION**

A. Correspondence

None

B. City Council Liaison Comments

Council member Robert Huitt highlighted the May 5, 2018 "Walk of Remembrance" in honor of early Chinese-American settlers of Pacific Grove, which began at the Museum included an estimated seventy (70) people taking part. Council member Huitt noted that the City Council appreciates what an effort and a success this event was, noting that the

interactive discussion was very good. Council member Huitt also noted that those in the march were well-received at their destination, the Hopkins Marine Station.

**C. Museum Director's Monthly Reports for January, February, and March, 2018**

Director Kihs noted that approximately 3,000 people attended the Museum in each of the first three months, which is a good start for 2018. Board Chair John Pearse endorsed the Director's comments, noting how much is going on at the Museum. Director Kihs and Collections and Exhibits Manager King concurred, noting that many Museum volunteers actually serve more hours than are recorded because a good number of the volunteers simply show up, even beyond their committed hours.

**D. City Manager's Report**

City Manager Harvey had informed Board Chair Pearse earlier today that he could not attend today's meetings due to the press of other responsibilities.

**E. Board Chair's Report**

Board Chair Pearse indicated there was nothing additional to add.

**5. OLD BUSINESS**

**Review of Action Items of Previous Meeting**

--Council member Huitt asked the Board to ensure that the City Council receives a copy of the 2018 calendar of events.

--Board Chair Pearse noted that the Board is still two members short of its official five members.

**6. UNFINISHED BUSINESS**

The Museum Board procedures update and reformatting agenda was postponed in light of City Manager Harvey's absence. Nonetheless, Council member Huitt noted that the City's lawyer Heidi Quinn is working on this, but significant coordination with the City Council and other boards is needed; a handbook relevant to all city boards is in the works and will be "very comprehensive," with a target date currently set for the City Council's August meeting.

**7. NEW BUSINESS**

A. Audited Financials for 2016-2017 (postponed from February meeting). Director Kihs noted the audited public financial statement is very thorough; it is not posted on the Museum webpage because it tends to clutter up the site, but the statement is available on other sites such as GuideStar. Council member Huitt said he would check to see if the City Council wanted all the financial report sheets or if the meeting minutes would be sufficient. He noted the Council could always ask for more details, if desired. Council

member Huitt also noted that the responsibility for reviewing all such statements rests with the Museum Board and the City Council relies on the Board doing so. The Board accepted the Audited Financials for 2016-2017.

B. Business and Fund Development Plan. Director Kihs presented the plan and noted the plan is looking good. She added that Hopkins Marine Station also is a partner in this realm along with 12 other organizations. She suggested that the Board may want to deal with this document as per the financial report. The Board accepted the plan.

C. Collections and Exhibits Manager King presented the Exhibitions and Programs Plan for 2018-2019. Board Chair Pearse noted that the Museum's 135<sup>th</sup> anniversary is this year. Many in the Community are anticipating this event eagerly and looking forward to seeing plans for celebrating the occasion. Director Kihs noted that five individuals and institutions have been selected as honorees due to their significance to the Museum. She mentioned that Board Chair Pearse is one of the honorees, which he had not known previously, but it was not possible to keep it confidential beyond this point. (Board Chair Pearse received immediate congratulations from all present.) The Board accepted the plan

D. On the "Request to sample Grizzly specimens for stable isotope analysis," Collections and Exhibits Manager King reported that the purpose of the request is to assist experts trying to reconstitute what the diet(s) of grizzly bears before they went extinct. It will be "invasive sampling," but of a very minor nature and critically important for the work. The Museum Board members granted unanimous consent for the items to be analyzed.

D. Museum Board Report to City Council for 2017. Board Chair Pearse's draft was unanimously approved for submission to the Council.

E. On the maintenance of "Sandy," the iconic whale sculpture, which has been in front of the Museum for several decades, Councilman Huitt was noted that "Sandy" will have to be moved and/or picked up for the necessary maintenance to be done. Not surprisingly, this will likely cost a fair amount of money. It is the goal of all involved to enhance "Sandy's" safety as an attraction while simultaneously not altering this work of art. Meeting both of these goals will present challenges, but these must be met due to "Sandy's" status as a symbol of both the Museum and the City as a whole. Board member Azevedo has been working closely with City Manager Harvey on this project.

**ADJOURNMENT: 5:53 p.m.**

**Collections Care Report  
July 1, 2017-June 30, 2018**

- New records added to catalogue- 458
- Records removed from catalogue- None
- Objects inventoried- 2,456
- Image files added to database- 8,606
- Objects cleaned and rehoused- 233
- Objects newly available to view online- 672
- Treatment completed on 23 bird specimens by conservator.
- Archival material assessment is ongoing, 596 documents have been identified as candidates for accession thus far.
- Monthly monitoring of environmental conditions in collection storage is ongoing.

**City of Pacific Grove  
Public Works Department**

**Pacific Grove Museum of Natural History  
Facility Management 12-Month July 1, 2018**

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 2018/19 budget.

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

<b>FY 2018-19 Museum Facility Maintenance</b>		
<b>Task</b>	<b>Targeted Completion Date</b>	<b>Status</b>
Energy Efficiency	TBD	The City has performed the evaluation of buildings to determine energy efficiency. This item went before City Council at their July 11, 2018 meeting. Staff will be implementing an energy efficiency program on all facilities, including the museum. It is anticipated that this will begin in a few months.
Lead Paint in Windows and Window Replacement	10/18	The paint is chipped on the areas between the windows. They need to be re-painted, but it looks like the metal has some rust. There are also additional clear windows that are broken (and have been for some time) and need replacing. City staff is seeking quotes.
Stair and Mezzanine Railings	FY 18-19	The City will be contacting specialist to evaluate the railings. This has been added to the FY 18-19 CIP program
Grand Avenue side building exterior painting / Loading Dock	9/18	Pressure Washing Completed but this was part of the Mural Project. That is why painting was recommended. Painting the loading dock area a darker color would increase the appearance of cleanliness and cut down on future cleanings. The rest of the walls don’t need re-painting. City staff is seeking quotes for the loading dock repainting.
Spot Painting of interior	TBD	City Staff to walk facility with Museum staff to determine the scope. Public Works will perform touch-ups
Pigeon abatement	TBD	Something needed to deter pigeons from nesting in roof tiles. Roofing contractors will be contacted and we will discuss remedies with them.



<b>FY 2018-19 Museum Facility Maintenance</b>		
<b>Task</b>	<b>Targeted Completion Date</b>	<b>Status</b>
Drywall over old wooden door cover	TBD	Public Works will evaluate the extent of the work and take appropriate action
HVAC and Electrical systems need upgrading	TBD	To be inputted into City 2019/2020 Capital Improvement Program
Completed Items		
Whale Matting	1-18 <b>Completed</b>	City has quotes. Will schedule with vendor
Refurbish kiosk/ Install Iron ranger	5-18 <b>Completed</b>	City will perform these task after the overwintering season.
Pressure Wash Exterior	<b>Completed</b>	The City will contact vendors and receive quotes. Incorporated into exterior panting on Grand side
Dehumidify basement	10-16 Receiving quotes for moisture abatement <b>Completed</b>	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
Elevator Floor	Unknown <b>Completed</b>	The elevator floor will be evaluated and schedule accordingly
Landscaping Project	8-1-16 <b>Completed</b>	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 <b>Completed</b>	Signs fabricated for Sanctuary entrance and will be installed prior to Overwintering