



NOTICE OF MEETING

CITY OF PACIFIC GROVE MUSEUM BOARD

Tuesday, February 12, 2019 - 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, May 14, 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 Nov. 13, 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 October, November, December 2018
Report on Museum Website (<http://www.pgmuseum.org/monthly-reports/>)
Reference: Executive Director Kihs
Recommended Action: Receive Reports for Oct.-Dec. 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 Minutes of November 13, 2018 Museum Board meeting, the Museum's Performance Metrics summary for 2017-2018, and the Museum Board's Planning Calendar for 2019 all forwarded to City Council for their information. (Sent to Kerry Lindstrom and posted on consent agenda of Dec 19, 2018 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.
- B. Calendar for 2019 (approved at Nov 18 meeting) (Attached)
Reference: Board Chair Pearse
Recommended Action: Approve final changes.

7. NEW BUSINESS

- A. Annual Report for 2018 (Attached)
- B. Election of Officers 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, November 13, 2018 at 5:00 p.m.
City Manager’s Conference Room—City Hall—300 Forest Avenue, Pacific Grove, CA

5:06 p.m.

CALL TO ORDER

Present: Chair John Pearse, Secretary Broeck Oder, Board Members Elayne Azevedo, Matthew Crawford, and David Law; City Council Liaison Robert Huitt; City Manager Ben Harvey; and Executive Director Jeanette Kihs. Also present: Director of Exhibits and Education Juan Govea.

1. APPROVAL OF AGENDA

Agenda approved by consensus after Item 5A corrected to read “Minutes,” rather than “Minuets.”

2. PUBLIC COMMENTS

None

3. APPROVAL OF MUSEUM BOARD MEETING MINUTES

The Minutes of the 14 August 2018 meeting were approved.

REGULAR AGENDA

4. ITEMS NOT REQUIRING ACTION

A. Correspondence
None

B. City Council Liaison Comments
Council Member Huitt indicated there was nothing to report at this time.

C. Museum Director’s Monthly Reports for July, August, and September, 2018
Director Kihs noted that July, 2018 had the highest attendance recording for July in several years. July also saw over 6,300 web views, with over 12,000 page views.

D. City Manager’s Comments
City Manager Harvey noted that the floor in the Museum needs work and suggested it

D. City Manager's Comments (continued)

would be helpful if this work encompassed other needed work as well and was a shared project between the Museum and the City. The needs are as follows:

- Besides the flooring, the carpeting, including upstairs, needs replacement.
- Lighting in the Bird Gallery needs improvement. The audio-visual equipment is also unreliable and out of date.
- Painting is needed.
- The Interactive Bird Gallery needs improvement, and it would be better if the interactive aspect is mobile so as to be moved easily and safely when the room is needed as a lecture hall/auditorium.

City Manager Harvey indicated he is enthusiastic to advocate, with Councilmember Huitt, for the City taking a significant role in these improvements.

E. Board Chair's Comments

Chair John Pearse expressed appreciation and gratitude for the City's "weekly update" on affairs in the City, a sentiment seconded by Director Kihs. Chair Pearse suggested it would be a worthy addition if the Museum was again included with a bit of news," and Director Kihs said that Museum personnel have been working on restoring this feature, as it lapsed due only to a personnel departure. All others present at this meeting expressed support for the resumed inclusion of Museum news in the City's weekly update.

5. REVIEW OF ACTION ITEMS OF PREVIOUS MEETING

Chair Pearse indicated everything looked good from his perspective, and all present concurred with this assessment.

6. UNFINISHED BUSINESS

The two chief items in this category are the Museum Board procedures update and the agenda re-format. City Manager Harvey noted both are in progress.

7. NEW BUSINESS

A. Performance Metrics: Director Kihs noted that the 2018 statistics to date "compare favorably with 2017. 2018 will be the third year of "proper" attendance recording procedures. The previous counting system's malfunction resulted in recording many more "visitors" than the actual number. Director Kihs also made reference to the figures showing that for the July 1, 2017 – June 30, 2018 period, 41% of Museum visitors were from outside Monterey County. Director Kihs additionally noted that the Monarch Sanctuary draws visitors even beyond actual "Monarch season."

B. Planning Calendar for 2019: Chair Pearse drew attention to the "Board Planning Calendar for 2019." Director Kihs noted the schedule for audited financial statements

looked good, but it was decided to move the exhibits plan to May, 2019. In response to miscellaneous questions, the following were noted. The very successful fund raising day brought in \$27,000, and the just-begun “Monterey Gives” campaign has raised \$12,000 to date. Director Kihs also noted that a healthy number of seasonal year-end parties are scheduled for the coming weeks.

ADJOURNMENT: 5:43 P.M.

Museum Board Planning Calendar for 2019

	Feb 12	May 14	Aug 13	Nov 12
Director's Reports	x	x	x	x
Officer Election	x			
Annual Report 2018	x			
Audited Financials 2017-18		x		
Business & Fund Development Plan		x		
Collections Care Report			x	
Exhibits Plan		x		
Facility Management Plan			x	
Performance Metrics				x
Planning Calendar				x



**2018 Report to the City Council DRAFT
Museum Board**

Summary

Overall during 2018, the Museum Board fulfilled its responsibilities as approved by the city council on September 7, 2011:

- 1) Ensure the Museum serves to benefit the city as a whole, its natural environment, its citizens, and visitors;
- 2) Advise the city council and city manager on matters relating to the Museum;
- 3) Serve as an informational conduit between the public and the city on matters related to the Museum;
- 4) Coordinate activities with other appropriate city advisory boards, committees, and commissions on matters of mutual concern; and
- 5) Perform such other duties relating to the Museum as the council may require by ordinance, resolution, or minute action.

Details

The board carried out the following goals for 2018 that were set on November 9, 2016:

- 1) Meet quarterly at 5pm on Tuesdays of February, May, August, and November.
- 2) Review all reports required by the Lease and Operating Agreement and make comments to the City Council regarding the content of those reports.
- 3) Notify the City Council of any significant compliance issues with the Lease and Operating Agreement or any other activities, such as accession and de-accession of items from the collection, that require their approval.
- 4) Review an annual summary report of performance metrics on behalf of the public and notify the City Council of any significant indicators of trends or changes.
- 5) Receive a report on collection care in order to assess its progress toward goals and maintenance of processes.

The Board met these goals as summarized below:

1) Board meeting schedule and attendance in 2018:

Members	Feb 13	May 8	Aug 29	Nov 14
J Pearse, Chair	x	x	x	x
E Azevedo, Vice Chair	x	x	x	x
B Oder, Secretary	x	x	x	x
M Crawford			x	x
D Laws			x	x

City and Museum representatives

B Harvey, City Manager	x			x
R Huitt, Council Liaison	x	x	x	x
J Kihs, Exec. Director	x	x	x	x
J Govea, Exhibits & Education	x		x	x
N King, Exhibits Manager		x		

Public attendees

H Zamzow		x		
M Crawford		x		

2018 Museum Board Annual Report

2) Decisions and actions in support of the Board's responsibilities and goals:

1. Planning. The Board approved a planning calendar for annual activities in 2018 at their February meeting.
2. Museum Board Report. The report of the Museum Board's activities in 2017 was approved in May.
3. Review of Reports Provided by the Museum. In support of its responsibility to receive and review reports provided by the Museum as specified by the Lease and Operating Agreement: (1) the monthly Director's Reports from October 2017 to September 2018 (three months each meeting), (2) the Audited Financials for 2016-17(May), and (3) the Business and Fund Development Plans for 2018-2019 (May).
4. Review of Reports Provided by the City. In support of its responsibility to receive and review reports provided by the City as specified by the Lease and Operating Agreement, the Board received and reviewed the City's annual Facilities Plan in August. Executive Director Kihs noted that heating, ventilating, air-conditioning systems needed upgrading, and the floors need thorough cleaning. At the November meeting, City Manager Harvey laid out plans for the City to not only clean the floors, but also to carry out other maintenance and improvement projects.
5. Museum performance metrics. Board reviewed annual Performance Metrics (Statistics) for 2017-18 year prepared by Executive Director Kihs in November 2017 meeting.
6. Exhibits. The Board reviewed the Exhibitions and Program Plan for 2018-19 in May, and members shared their excitement over plans for the Museum's 135th anniversary.
7. Collection Care. Board reviewed and approved the annual Collection Care Report in August, noting in particular that the database has been updated, and collection space is fully used, limiting the addition of additional material.
8. Grizzly specimens provided to LA County Museum. The Board recommended at their May meeting that a request to provide samples from the Museum's collection of California Grizzly bones be approved by the City Council. The samples would be used for stable isotope analyses that might reveal the extinct animals' diets. The City Council approved the request at their next meeting.
9. "Sandy" the Whale's maintenance. The Board discussed plans for disassembling and re-connecting "Sandy" by City staff at their May meeting, and received a report from Councilman Huitt of the successful project at their August meeting.

Respectfully submitted,

Elayne Azevedo
Matthew Crawford
David Laws
Broeck Oder
John Pearse