



## ACTION MINUTES

# CITY OF PACIFIC GROVE

## MUSEUM BOARD

### REGULAR MEETING

Tuesday, May 14, 2019 at 5:00 p.m.

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

#### **CALL TO ORDER**

Present: Chair Elayne Azevedo, Secretary Broeck Oder, Board Member John Pearse; City Council Liaison Robert Huitt; and Executive Director Jeanette Kihs. Also present: City Manager Ben Harvey; Museum Director of Exhibits and Education Juan Govea; and Lisa Max, member of community.

#### **1. APPROVAL OF AGENDA**

Agenda approved by consensus.

#### **2. PUBLIC COMMENTS**

Lisa Max expressed appreciation for the work of the Board and those associated with the Museum.

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

The Minutes of the 12 February 2019 meeting were approved.

#### **REGULAR AGENDA**

#### **4. ITEMS NOT REQUIRING ACTION**

##### A. Correspondence

None

##### B. City Council Liaison Comments

Council Member Huitt reported the City Council had approved the new “Boards, Committees, and Commissions Handbook,” of which all members received a copy. Council Member Huitt noted the local coastal commission is still making deliberate progress in their realm. Also, the Lovers Point access plan has received tentative approval from the Council, which also approved the playing of pickleball on city tennis courts at the Community Center, and some funds have been delegated for sound abatement. Council Member Huitt also reported that the Council passed a resolution recognizing and lauding the Walk of Remembrance, which has grown more significant and meaningful each year. He also reported that the City has taken over the Lighthouse Gift Shop from the Heritage Society, and City Manager Harvey noted some part-time

Staff have been hired to work the shop, and also noted that the “donation” at the Lighthouse is now a formal fee. Council Member Huitt also noted that the Beautification

and Natural Resources Committee recommended that George Washington Park should be kept as more of a “nature preserve,” rather than being modified for other uses. Council Member Huitt also noted that the City Council approved \$75,000 heating, ventilation, and air conditioning (HVAC) improvement at the Museum. Director Kihs noted that a fair number of people comment that the interior temperature of the Museum is “cold.”

C. Museum Director’s Monthly Reports for January, February, and March, 2019  
Museum Director Kihs happily reported that “attendance has been really up this year.” She also noted the Northridge Mall “Science Saturday” program is a significant success and that a “small” crowd is still about 200 individuals; just as significantly, a fair number of folks who attend “Science Saturday” at Northridge Mall later show up to visit the Museum itself. Director Kihs also indicated that the new LED lighting in the Museum is a great success and that staff members have expressed great appreciation for this improvement.

#### D. City Manager’s Comments

City Manager Harvey referenced the new “Boards, Committees, and Commissions Handbook” adopted by the City Council and requested that this topic should be on the Museum Board’s agenda for the August, 2019 meeting. City Manager Harvey asked that all members review the new document carefully, as there will be a follow-on survey and discussion of this new handbook. City Manager Harvey indicated this meeting may be moved from our regular “second Tuesday of the month” to the first Tuesday of August which will be August 6, so members should monitor their email carefully. Members should also take note of a possible alteration of the normal meeting location/time.

#### E. Board Chair’s Comments

Chair Azevedo had no additional comments.

### **5. REVIEW OF ACTION ITEMS OF PREVIOUS MEETING**

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

### **6. UNFINISHED BUSINESS**

This is comprised of a review of the new Handbook referenced previously; this will be done at the August meeting of the Board.

### **7. NEW BUSINESS**

A. Director Kihs referenced the audited financials for the Museum for 2017-18. Member Pearse noted this was a “very thorough audit,” and Director Kihs concurred, noting the accounting firm used for this purpose does good work. She also noted 2017-18 was a good year for the Museum. Director Kihs noted that the Butterfly Pavilion is still on the balance sheet because it is a “work in progress,” as \$2,000,000.00 (two million dollars) has been re-directed to other items for “more bang for the buck.” Director Kihs also noted the Bird Gallery will be closed for renovation starting August 1, with improvements slated for flooring, paint, audio-visuals, and interactive features for children. August 28 is the planned “Grand Re-Opening” for the Gallery. Council

Member Huitt inquired as to the desirability of providing the City Council with a web link to the full audited report. Director Kihs indicated we need to check what was done in this realm last year so as to ensure we do the same this year. She added that the auditors also check a random sampling to determine whether Museum items are indeed on hand and where they should be. Chair Azevedo indicated we will update the Planning Calendar to push the “Collections” topic to the November meeting (from August), along with the topic of “Facility Management.” Director Kihs also noted that effective Memorial Day, the Museum will be open seven days a week; hours will be 10:00 a.m. to 7:00 p.m. through summer, then 10:00 a.m. to 5:00 p.m. thereafter. She further noted that the Farmers’ Market which occurs on Mondays in front of and around the environs of the Museum will not affect the hours, and hopefully will give some folks an opportunity to check out the Museum, which members of the Board thought an insightful consideration.

**ADJOURNMENT: 5:50 P.M.**