



NOTICE OF MEETING

CITY OF PACIFIC GROVE

MUSEUM BOARD

REGULAR MEETING AGENDA

Thursday, July 30, 2020, 5:00 P.M.

Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

AGENDA

THIS MEETING WILL BE HELD VIRTUALLY AND IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE ORDERS ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.

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CALL TO ORDER

1. **APPROVAL OF AGENDA**
2. **COMMISSION AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
3. **COUNCIL LIAISON ANNOUNCEMENTS**
4. **GENERAL PUBLIC COMMENT**

General Public Comment must deal with matters subject to the jurisdiction of the City and the Museum Board that are not on the Regular Agenda. This is the appropriate place to comment as to items on the Consent Agenda, only if you do not wish to have the item pulled for individual consideration by the Museum Board. Comments from the public will be limited to three minutes and will not receive action. Comments regarding items on the Regular Agenda shall be heard prior to Museum Board's consideration of such items at the time such items are called. Whenever possible, written correspondence should be submitted to the Museum Board in advance of the meeting, to provide adequate time for its consideration.

CONSENT AGENDA

The Consent Agenda deals with routine and non-controversial matters, and may include action on resolutions, ordinances, or other public hearings for which testimony is not anticipated. The vote on the Consent Agenda shall apply to each item that has not been removed. Any member of the Museum Board, staff, or the public may remove an item from the Consent Agenda for individual consideration. When items are pulled for discussion, they will be automatically placed at the end of their respective section within the Regular Agenda. One motion shall be made to adopt all non-removed items on the Consent Agenda. Items pulled from this section will be placed under The Consent Agenda deals with routine and non-controversial matters, and may include action on resolutions, ordinances, or other public hearings for which testimony is not anticipated. The vote on the Consent Agenda shall apply to each item that has not been removed. Any member of the Museum Board, staff, or the public may remove an item from the Consent Agenda for individual consideration. When items are pulled for discussion, they will be automatically placed at the end of their respective section within the Regular Agenda. One motion shall be made to adopt all non-removed items on the Consent Agenda. Items pulled from this section will be placed under 6. Regular Agenda

5. Museum Board Minutes: February 4, 2020
Reference: Broech Oder, Secretary
Recommended Action: Approve minutes.

REGULAR AGENDA

6. City Council Liaison Comments
Reference: Robert Huit, Mayor Pro Tem
Recommended Action: Receive comments.
7. Museum Director's Monthly Reports for January 2020 through June 2020
Reference: Jeanette Kihs, Executive Director
Recommended Action: Receive reports for January 2020 through June 2020.
8. Public Works Deputy Director's Comments on the Pt. Pinos Lighthouse (including an update on operations as affected by the pandemic)
Reference: Joyce Halabi, Deputy Director Public Works
Recommended Action: Receive comments.
9. City Manager's Comments (including how the City's budget for the museum and lighthouse are affected by the pandemic budget cuts)
Reference: Ben Harvey, City Manager
Recommended Action: Receive comments.
10. Museum Board Chair's Comments
Reference: Lisa Max, Chair
Recommended Action: Receive comments.
11. **NEW BUSINESS**

- A. Audited Financials 2017-2018
Reference: Jeanette Kihs, Executive Director
Recommended Action: Review report and decide any needed action.

- B. Business and Fund Development Plan
Reference: Jeanette Kihs, Executive Director
Recommended Action: Review report and decide any needed action.

- C. Exhibits Plan
Reference: Jeanette Kihs, Executive Director
Recommended Action: Review report and decide any needed action.

- D. Presentation on Pt. Pinos Lighthouse
Reference: Chris Patton, Board Member
Recommended Action: Receive presentation.

- E. Arranging a Pt. Pinos Lighthouse Tour/Special Meeting
Reference: Lisa Max, Chair
Recommended Action: Discussion

- F. Planning Calendar 2020
Reference: Lisa Max, Chair
Recommended Action: Review calendar and decide on any needed changes.

Next Meeting – November 3, 2020

ADJOURNMENT

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Museum Board Minutes: February 4, 2020

RECOMMENDATION

Approve minutes.

Attachments

Minutes

DRAFT ACTION MINUTES
CITY OF PACIFIC GROVE
MUSEUM BOARD

REGULAR MEETING
Tuesday, February 4, 2020 at 5:00 p.m.
City Council Chamber—City Hall—300 Forest Avenue, Pacific Grove, CA

CALL TO ORDER

Present: Chair Elayne Azevedo, Secretary Broeck Oder, Board Member Lisa Max, Board Member Alec Barton; City Council Liaison Robert Huitt; Executive Director Jeanette Kihs; City Manager Ben Harvey; Department of Public Works Management Analyst Caleb Schneider; and member of the public Lisa Ciani.

1. APPROVAL OF AGENDA

Amended agenda (item 7A) approved by consensus.

2. PUBLIC COMMENTS

None.

3. APPROVAL OF MUSEUM BOARD MEETING MINUTES

The Minutes of the 5 November 2019 regular meeting, and the Minutes of the 10 December 2019 special meeting were approved.

REGULAR AGENDA

4. ITEMS NOT REQUIRING ACTION

A. Correspondence

One item dated 17 January 2020 with query on Museum Board meeting date; one item dated 3 February 2020 referencing item 7 (see below).

B. City Council Liaison Comments

Council Member Huitt began by thanking the members of the Board for their service and noting he had several items. First, the City Council approved the Ocean View Boulevard and 17th Street improvement plan to protect the bay; the agreement will go back to the Coastal Commission for final approval. Council Member Huitt also reported the referral to the City Council of the recommendation of the Museum Board relating to the Point Pinos Lighthouse, and that matter is going forward.

C. Museum Director's Monthly Reports for October, November, and December, 2019. Museum Director Kihs reported that attendance numbers continue to look good and that all is running well at the Museum. There were no questions from the Board or the public.

D. City Manager's Comments
Deferred to Item 7 on this agenda.

E. Board Chair's Comments
Chair Azevedo welcomed new member Alec Barton to the Board.

5. REVIEW OF ITEMS OF PREVIOUS MEETING

None.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

A. Items 7A and 7D on the placement of a plaque proposed for the Monarch Sanctuary, being closely related, were combined for review and consideration, and such amendment was approved as noted above in Item 1). City Manager Harvey referenced the poem ("October in Pacific Grove") proposed for placement in the Monarch Sanctuary on an appropriate plaque. City Manager Harvey introduced Mr. Caleb Schneider, Management Analyst for the Department of Public Works, and then Mr. Harvey and Mr. Schneider gave concise details on the origination of the poem and its possible placement at the Sanctuary. The poem would, if approved, be placed on a plaque in an appropriate location in the Monarch Sanctuary. At this time, Chair Azevedo invited member of the public Lisa Ciani to address to the Board concerns she expressed in an email to the City on February 3, 2020. Granted the floor, Ms. Ciani reiterated the observations in her email, i.e., that the proposal for the plaque at the Monarch Sanctuary is "a lovely idea," but that this question should be reviewed by the City's Beautification and Natural Resources Commission (BNRC) prior to being considered by the Museum Board. Ms. Ciani requested that "city ordinance and policy be followed," as a matter of both law and respected. Ms. Ciani additionally requested no decision on the issue be made by the Museum Board at this meeting. Chair Azevedo read relevant portions from Ms. Ciani's email, emphasizing that on August 2, 2017, the City Council adopted Resolution No. 17-017, which revised Policy 900-3 "governing Acceptance of Outdoor Art Donations [sic]." This revision "specifies that an Art Acceptance Form is required . . . with comprehensive information about each piece of art, and that form is to be submitted to BNRC as the first step in acceptance of an art donation." Chair Azevedo asked for comments, and it was clarified that the plaque would require no illumination. Additionally, City Manager Harvey confirmed that the author of the poem wrote the poem in Pacific Grove and that the author felt the plaque should be placed at "the top of the sanctuary." City Manager Harvey observed that the plaque is not a "work of art" as envisioned by the rule requiring review by the BNRC, and also indicated that Museum Director Kihns had indicated agreement that this decision is within the City's purview.

City Manager Harvey also noted that time was not of immediate essence in making a decision to remand or not the recommendation to the BNRC. Board Member Max felt it

was acceptable to allow the issue to go to the BNRC before submission to the City Council for consideration at a regular meeting. Member Oder noted that the City Council allows for public comment at meetings, thus it seemed optimal for the Museum Board to enable that process. Chair Azevedo moved to send this issue to the BNRC for review, with the motion seconded, then unanimously approved by the Board with a 4-0 vote.

B. In reference to the Board Chair's annual report, Chair Azevedo noted two corrections: former Board Chair John Pearse was not at the December, 2019 meeting; additionally, Board Member Max was not a member of the Board at the August, 2019 meeting.

C. Elections of officers for the year 2020 took place; Lisa Max was unanimously elected Board Chair for 2020; David Laws was unanimously elected Vice-Chair for 2020; and Broeck Oder was unanimously elected Secretary for 2020.

The next meeting of the Museum Board will be Tuesday, May 5, 2020, at 5:00 p.m. in the City Council Chamber.

ADJOURNMENT: 5:42 P.M.



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Robert Huitt, Mayor Pro Tem
MEETING DATE: 07/30/2020
SUBJECT: City Council Liaison Comments

RECOMMENDATION

Receive comments.

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Museum Director's Monthly Reports for January 2020 through June 2020

RECOMMENDATION

Receive reports for January 2020 through June 2020.

Attachments

Museum Director's Monthly Reports

Pacific Grove Museum of Natural History
Director's Report
January 2020

Guests & Event Attendance		January 2020			
Museum Visitation	General Attendance	1,285	Watershed Guardians (off-site)	25	
	Member Attendance	7	LiMPETS (off-site)	98	
	Field Trips	721	Tabled Events	190	
	Jr. Naturalist Excursion	8			
	Science Saturday	420	TOTAL (off-site)	313	
	Lectures and Classes	26			
	Birthday Parties	96	In County Visitors (61%)	784	
	Museum Meetings	143	Out of County Visitors (39%)	497	
	Museum Events	138	Sanctuary Attendance	2,539	
	TOTAL (on-site)	2,844	TOTAL:	5,696	

Exhibits		January 2020	
Permanent Exhibitions	<ul style="list-style-type: none"> "Miscellaneous spot maintenance. 		
Special Exhibitions	<ul style="list-style-type: none"> De-installed Black and White exhibit. 		

Education		January 2020			
School Field Trips	School	Program	Grade	Students	
	Big Sur Charter School	MMP	7th	10	
	Ridgeview High School	Monarch	11-12	66	
	All Saints Day School	Monarch	PreK-2	19	
	Lincoln Elementary	Monarch	PreK-2	86	
	Fremont Elementary	Monarch	3-5th	47	
	J.C. Crumpton	Monarch	PreK-2	68	
	Mission Elementary	Monarch	PreK-2	81	
	CSUMB	College	Museum	14	
	Santa Lucia	Monarch	PreK-2	41	
	Santa Lucia	Monarch	PreK-2	53	
	Inspire Charter School	Monarch	Mixed	37	
	Captain Cooper	Monarch	PreK-2	11	
	Main St School	Monarch	PreK-2	22	
	Del Rey Elementary	Monarch	PreK-2	40	
	Monterey Bay Charter	Sand Crab	3 rd -5th	27	
	New Republic Elementary	Monarch	3 rd -5th	40	
	Stevenson	Museum	9-12	6	
	Del Rey Elementary	Monarch	PreK-2	53	
Total:			721		
Other Group Visits	Group	Attendees			
	N/A				
	Total:				
Science Saturday	<ul style="list-style-type: none"> Amazing Migrations- 420 				

Education	January 2020		
Event Tabling	Event		Visitors
	Northridge		86
	JC Crumpton Elementary Family Night		104
Group Outreach Programs/Kits	School	Students	Program/Kit
	N/A		
Museum Meetings	Organization		Attendance
	CVGM		25
	CNPS		88
	Audubon		30
	Total:		143
Museum Events/ Facility Rentals/Events	Event Name		Attendance
	Birthday Parties		96
	Jr Nat Excursion		8
	Arnoldi Exhibit Opening Reception		127
	Yoga at the Museum		11
			Total: 242
Lectures	<ul style="list-style-type: none"> Hardcore Natural History- Cade: Masters of None: 26 attendees 		
LiMPETS	School	Grade	Students
	Santa Catalina High	9-12	12
	Stevenson School	9-12	16
	Stevenson School	11-12	5
	Santa Catalina	9-12	12
	RIM Teacher Workshop	Teachers	14
	The Bay School SF	9-12	20
	Point Lobos Docents	Docents	7
	Santa Catalina High	9-12	13
Watershed Guardian Program	School	Grade	# of Students
	Santa Catalina High	9-12	8
	Santa Catalina High	9-12	7
	Stevenson	9-12	6
	Stevenson	9-12	4
Total:		25	

Marketing & Promotions	January 2020	
Web	<ul style="list-style-type: none"> Website Visits: 7,455 Page Views: 1,3847 	<ul style="list-style-type: none"> Instagram followers: 1,923 Facebook followers: 9,398 Twitter followers: 1,794 Tumblr:1,114
	<ul style="list-style-type: none"> Carmel Pinecone- 1/17/20 MC Weekly Best of 2020 1/30/20 An art show fits the science at Pacific Grove Museum of Natural History" - Monterey County Weekly https://bit.ly/2Sgr8fb 	

Organizational Updates	January 2020
Staff	<ul style="list-style-type: none"> N/A

Volunteers	January 2020		
Volunteers	Position/Area	Hours	Docents
	Museum Docents	62.7	8
	Store	45.5	8
	Events	34.25	3
	Science Saturday	35.75	12
	Special Projects (Field Trips)	19.5	4
	BLOY Monitoring	37.5	4
	Continuing Education	18	3
	Tours	3	1
	MPA Watch	13	22
	Plankton Monitoring	27.75	2
	School Groups	47	8
	Monarch Docents	42.75	7
	Monarch Count	7	1
TOTAL:	393.7	38 non-Duplicator	
Volunteer Orientation/ Enrichment			

Collections	January 2020
Management	<ul style="list-style-type: none"> Continued rotating inventory: <ul style="list-style-type: none"> a. 319 items assessed, photographed and inventoried. b. 22 items added to catalogue Rehoused items in appropriate archival conditions where necessary.
Conservation	<ul style="list-style-type: none"> Continued monitoring collection area environmental conditions.

Facility and Risk Management	January 2020
Repairs / Upgrades	<ul style="list-style-type: none"> AV Equipment Installation New Server Installation

Pacific Grove Museum of Natural History
Director's Report
February 2020

Guests & Event Attendance		February 2020			
Museum Visitation	General Attendance	1497	Watershed Guardians (off-site)	N/A	
	Member Attendance	10	LiMPETS (off-site)	149	
	Field Trips	834	Tabled Events	121	
	Jr. Naturalist Excursion	8	TOTAL (off-site)	270	
	Science Saturday	404			
	Lectures and Classes	9	In County Visitors (59%)	881	
	Birthday Parties	70	Out of County Visitors (41%)	606	
	Museum Meetings	127	Sanctuary Attendance	590	
	Other Group Visits	15			
	TOTAL (on-site)	2,974	TOTAL: 3,834		

Exhibits		February 2020	
Permanent Exhibitions	<ul style="list-style-type: none"> Miscellaneous spot maintenance 		

Education		February 2020			
School Field Trips	School	Program	Grade	Students	
	Int. School of Monterey	Monarch	K	39	
	Lawrence Jones School	Monarch	6th-8th	50	
	Forest Grove Elementary	Sand Crab	K	60	
	Stevenson	Monarch	1st	20	
	Lawrence Jones School	Monarch	6-8	50	
	Robert Down Elementary	Owl Pellet	4th	21	
	Marina Vista Arts Assoc.	Monarch	2nd	62	
	Madonna Del Sasso	Monarch	2nd	18	
	Carmel River School	Sand Crab	2 nd	44	
	Robert Down Elementary	Sand Crab	1st	23	
	CSUMB	Self Led	Mixed	15	
	Linscott Charter School	Monarch	2nd	20	
	Toro Park	Monarch	K	96	
	Carmel River School	Sand Crab	2nd	22	
	La Gloria Elementary	Training	2nd	126	
	La Gloria Elementary	Sand Crab	2nd	41	
	Castroville Elementary	Ohlone	4th	82	
	La Gloria Elementary	Sand Crab	2nd	45	
	Total:			834	
Other Group Visits	Group		Attendees		
	Forest Hill Senior Center		5		
	Beacon House		10		
	Total:		15		
Science Saturday	<ul style="list-style-type: none"> Animal Athletes -404 				

Education	February 2020		
Event Tabling	Event	Visitors	
	Northridge Mall	121	
Group Outreach Programs/Kits	School	Students	Program/Kit
	Captain Cooper	60	Pred/Prey
Museum Meetings	Organization	Attendance	
	CVGM	24	
	Sustainable PG	60	
	Audubon	43	
	Total:	127	
Museum Events/ Facility Rentals/Events	Event Name	Attendance	
	Birthday Parties	70	
	Rentals	N/A	
	Jr Nat Excursion- Mark's Ranch	8	
	Total:		
Lectures	<ul style="list-style-type: none"> Hardcore Natural History- Cade: Masters of None: 9 attendees 		
LiMPETS	School	Grade	Students
	Delta Charter School	High School	24
	Santa Catalina	High School	6
	Delta Charter School	High School	20
	Delta Charter School	High School	27
	Stevenson School	High School	5
	Stevenson School	High School	6
	Santa Catalina	High School	7
	Santa Catalina	High School	7
	Branciforte Middle School	Middle School	17
	Santa Catalina	High School	8
	Santa Catalina	High School	10
	Branciforte Middle School	Middle School	12
	Total: 149 (non duplicate)		

Marketing & Promotions	February 2020	
Web	<ul style="list-style-type: none"> Website Visits: 7138 Page Views: 13211 	<ul style="list-style-type: none"> Instagram followers: 1949 Facebook followers: 9418 Twitter followers: 1809 Tumblr: 1114
	<ul style="list-style-type: none"> "Monarch butterfly count down, again, in Pacific Grove", KION 5/46 https://bit.ly/2VGippV 	

Volunteers	February 2020		
Volunteers	Position/Area	Hours	Docents
	Museum Docents	58.75	7
	Store	39	8
	Garden	8.5	3
	Science Saturday/Event	31.2	9
	Special Projects (Field Trips)	18.25	5
	Continuing Education	55.5	19

Volunteers	February 2020		
	BLOY Monitoring	31.75	6
	Watershed Guardians	6	1
	MPA Watch	6.5	2
	Plankton Monitoring	24.25	3
	School Groups	5.25	3
	Monarch Docents	15.25	6
	Monarch Count	3.75	1
	Other	89.45	13
	TOTAL:	394.9	53 non-Duplicator
Volunteer Orientation/ <small>Enrichment</small>	King Tide Volunteer Community Event- 15 BLOY 2019 Recap- 21 Regular Volunteers- 11 Service Learners- 4		

Collections	February 2020
Management	<ul style="list-style-type: none"> • Continued rotating inventory: • a. 354 items assessed, photographed and inventoried. • b. 3 items added to catalogue • Rehoused items in appropriate archival conditions where necessary.
Conservation	<ul style="list-style-type: none"> • Continued monitoring collection area environmental conditions.

Pacific Grove Museum of Natural History
Director's Report
March 1st-13th, 2020
Museum Closed on March 14, 2020 due to COVID Pandemic

Guests & Event Attendance		March 2020			
Museum Visitation	General Attendance	452	Watershed Guardians (off-site)		N/A
	Member Attendance	8	LiMPETS (off-site)		340
	Field Trips	279	TOTAL (off-site)		340
	Science Saturday	59			
	Birthday Parties	31	In County Visitors (55%)		250
	Member Event	6	Out of County Visitors (45%)		202
	Museum Meetings	59			
	TOTAL (on-site)	894	TOTAL: 1,234		

Exhibits		March 2020	
Permanent Exhibitions	• N/A		
Special Exhibitions	•		

Education		March 2020				
School Field Trips	School	Program	Grade	Students		
	La Gloria Elementary	Sand Crab	2nd	40		
	Robert Down Elementary	Sand Crab	1st	22		
	Living Waters Homeschool	Sand Crab	Mixed	9		
	Calwa Elementary	Self Led	4th	97		
	Robert Down Elementary	Monarch	1st	22		
	Frank Paul Elementary	Monarch	1st	37		
	Junipero Serra	Monarch	TK-K	15		
	Frank Paul Elementary	Monarch	1st	37		
	Total:			279		
Other Group Visits	Group		Attendees			
	N/A					
	Total:					
Science Saturday	• Digital Science Saturday-Bees Wasps and Honey- 59					
Museum Meetings	Organization		Attendance			
	CVGM		N/A			
	Sustainable PG		N/A			
	Audubon		59			
	Total:		59			
Museum Events/ Facility Rentals/Events	Event Name		Attendance			
	Birthday Parties		31			
	Rentals		N/A			
	Member Event- Birding		6			

Education	March 2020		
	Total: 37		
Lectures	• N/A		
LiMPETS	School	Grade	Students
	Renaissance HS	9-12	16
	Renaissance HS	9-12	11
	Pacific Grove HS	9-12	96
	Pacific Grove HS	9-12	72
	CART	9-12	21
	PGMNH Volunteers	Adults	5
	CART	9-12	21
	CSU Stanislaus	9-12	24
	La Paz Middle School	7-8	74
	Total: 340 (non duplicate)		
Watershed Guardian Program	School	Grade	# of Students
	N/A		
	Total:		

Marketing & Promotions	March 2020	
Web	<ul style="list-style-type: none"> Website Visits: 4,594 Page Views: 7,917 	<ul style="list-style-type: none"> Instagram followers: 1,964 Facebook followers: 9,458 Twitter followers: 1,817 Tumblr: 1,126
"Pacific Grove Museum of Natural History provides digital learning for at-home kids" - https://bit.ly/3dMIBWB "Looking back: The whale arrives in Pacific Grove, 1980" https://bit.ly/342Wzzl		

Organizational Updates	March 2020
Staff	• N/A

Volunteers	March 2020		
Volunteers	Position/Area	Hours	Docents
	Museum Docents	21.75	4
	Store	8.75	3
	Garden	6.75	3
	Science Saturday/Event	4.75	1
	Special Projects (Field Trips)	7.25	4
	Continuing Education	2.5	2
	BLOY Monitoring	29.75	4
	MPA Watch	9	2
	Plankton Monitoring	14.25	2
	Monarch Docents	3	1
	Other: Volunteer Class	45.25	12
	TOTAL:	153	33 non-Duplicator

Volunteers	March 2020
Volunteer Orientation/ Enrichment	Volunteer Class: 12 Attendees

Collections	March 2020
Management	<ul style="list-style-type: none"> • Continued rotating inventory: • a. 346 items assessed, photographed and inventoried. • b. 22 items added to catalogue • Rehoused items in appropriate archival conditions where necessary.
Conservation	<ul style="list-style-type: none"> • Continued monitoring collection area environmental conditions.

Facility and Risk Management	March 2020
Repairs / Upgrades	<ul style="list-style-type: none"> • 3/13/2020- Janitorial service sanitized high traffic areas • 3/13/2020- Museum began COVID 19 Related Closure

Pacific Grove Museum of Natural History
Director's Report
Museum Closed due to Pandemic-April 2020

Guests & Event Attendance	April 2020			
Museum Visitation	Virtual Field Trips	67	Watershed Guardians	26
	Virtual Science Saturday	290	LIMPETS	23
	Virtual Museum Lectures	59	TOTAL	49
	Virtual Member Event	31		
	TOTAL: 447		TOTAL: 496	

Exhibits	April 2020
Permanent Exhibitions	• N/A
Special Exhibitions	•

Education	April 2020				
Virtual School Programming	School	Program	Grade	Students	
	Open to Public	Museum Monday	N/A	3	
	Open to Public	Museum Monday	PreK-3	2	
	Open to Public	Museum Monday	PreK-3	9	
	Oasis Charter School	Butterflies	K	15	
	Open to Public	Museum Monday	PreK-3	10	
	Oasis Charter School	Sand Crab	K-2	13	
	Stevenson	Butterflies	TK	15	
	Total:			67	
Other Group Visits	Group		Attendees		
	N/A				
	Total:				
Science Saturday	<ul style="list-style-type: none"> Digital Science Saturday- Day of the Dinosaur- 290 views on 4/25 Live at 3pm- 25 Zoom Attendees 				
Event Tabling	Event		Visitors		
	N/A				
Group Outreach Programs/Kits	School	Students	Program/Kit		
	N/A				
Museum Meetings	Organization		Attendance		
	CVGM-Canceled		N/A		
	Total:				

Education	April 2020		
Museum Events/ Facility Rentals/Events	Event Name	Attendance	
	Birthday Parties	N/A	
	Rentals	N/A	
	Virtual Junior Naturalist Excursion	8	
	Virtual Member Event- Let's Get Started	23	
Total: 31			
Lectures	<ul style="list-style-type: none"> • Sciencing in Place- 59 Zoom Attendees 		
LiMPETS	School	Grade	Students
	Cabrillo College	College	8
	CART	9-12	8
	CART	9-12	7
Total: 23 (non duplicate)			
Watershed Guardian Program	School	Grade	# of Students
	Vinewood Elementary	6	26
	Total:	26	

Marketing & Promotions	April 2020	
Web	<ul style="list-style-type: none"> • Website Visits: 3,612 • Page Views: 12,193 	<ul style="list-style-type: none"> • Instagram followers: 2,017 • Facebook followers: 9,483 • Twitter followers: 1,822 • Tumblr: 1,133
	<ul style="list-style-type: none"> • "Pacific Grove Natural History Museum moves online" - KSBW 8 https://bit.ly/35PFn0S • "Pacific Grove Museum of Natural History launches online programming" - KION 5/46 - https://bit.ly/2LiHmS7 • "Sheltered in place, public looks for new input from local museums, Monterey Bay Aquarium" - Monterey Herald - https://bit.ly/2WodN81 • "PG Museum adds virtual programming through its Museum to You portal" - Voices of Monterey Bay - https://bit.ly/2WII1Te 	

Organizational Updates	April 2020
Staff	<ul style="list-style-type: none"> • N/A

Volunteers	April 2020		
Volunteers	Position/Area	Hours	Docents
	Continuing Education	16.75	12
	BLOY Monitoring	56	9
	MPA Watch	7	1
	Plankton Monitoring	17	2
TOTAL:		96.75	18 non-Duplicator
Volunteer Orientation/ Enrichment	Zoom Monarch Enrichment- 12 Attendees New Regular Volunteers: 1		

Collections	April 2020
Management	<ul style="list-style-type: none"> • Continued rotating inventory: • a. 494 items assessed, photographed and inventoried.

	<ul style="list-style-type: none"> • b. 3 items added to catalogue • Rehoused items in appropriate archival conditions where necessary.
Conservation	<ul style="list-style-type: none"> • Continued monitoring collection area environmental conditions.

Facility and Risk Management	April 2020
Repairs / Upgrades	<ul style="list-style-type: none"> • City repaired water leak in front garden.

Pacific Grove Museum of Natural History
Director's Report
June 2020-Open only June 29-30 Due to Pandemic

Guests & Event Attendance	June 2020			
Museum Visitation	General Attendance	53	In County Visitors (57%)	37
	Member Attendance	2	Out of County Visitors (43%)	16
	Summer Camp	9		
	Museum2You	107		
	Jr. Naturalist Excursion	2		
	TOTAL (on-site)	173		TOTAL: 173

Exhibits	June 2020-Interactive Displays moved due to pandemic
Permanent Exhibitions	<ul style="list-style-type: none"> Sea otter pelt taken off display. Tectonic puzzle, taxidermy activity and weaving activity taken off display. Touch-heavy bird room interactives taken off display.

Education	June 2020			
Summer Camp	Program	Grade	Students	
	HERStory	3 rd -5 th	3	
	Beetles, Butterflies, Spiders	PreK-2nd	2	
	Destination Dinosaurs	PreK-2nd	4	
	Total:		9	
Other Group Visits	Group	Attendees		
	N/A			
	Total:			
Science Saturday	<ul style="list-style-type: none"> N/A 			
Event Tabling	Event	Visitors		
	N/A			
Group Outreach Programs/Kits	School	Students	Program/Kit	
	N/A			
Museum2You	Program	Views		
	Sciencing in Place: Journaling	7		
	A Closer Look: Carolina Parakeet	21		
	Climate Change Part 2	13		
	Create with Us: Upcycled Birdhouse	12		
	A Closer Look: 1887 Typewriter	12		
	Climate Change Part 1	29		
	A Closer Look: Spiny Lobster	13		
Total:	107			

Education	June 2020		
Museum Events/ Facility Rentals/Events	Event Name	Attendance	
	Birthday Parties	N/A	
	Rentals	N/A	
	Jr Nat Excursion	2	
	Total: 2		
Lectures	<ul style="list-style-type: none"> N/A 		
LiMPETS	School	Grade	Students
	N/A		
	Total: (non duplicate)		
Watershed Guardian Program	School	Grade	# of Students
	N/A		
	Total:		

Marketing & Promotions	June 2020	
Web	<ul style="list-style-type: none"> Website Visits: 3250 Page Views: 7502 	<ul style="list-style-type: none"> Instagram followers: 2109 Facebook followers: 9758 Twitter followers: 1824 Tumblr: 1149
	<ul style="list-style-type: none"> The Pacific Grove Museum of Natural History has reopened!", 90.3 KAZU https://bit.ly/2Z7trWC "Pacific Grove Natural History Museum set to reopen at end of June", Monterey Herald - https://bit.ly/3gEOJkk "Pacific Grove Museum of Natural History to reopen next week", https://bit.ly/38KRkXq 	

Volunteers	June 2020		
Volunteers	Position/Area	Hours	Docents
	Garden	11	3
	BLOY Monitoring	72	10
	Continuing Education	22	15
	MPA Watch	12.25	1
	Plankton Monitoring	11.75	1
	TOTAL:	129	23 non-Duplicator
Volunteer Orientation/ Enrichment	<ul style="list-style-type: none"> June Enrichment Asilomar Nest Boxes- 20 attendees via Zoom 		

Collections	June 2020
Management	<ul style="list-style-type: none"> Continued rotating inventory: <ul style="list-style-type: none"> a. 317 items assessed, photographed and inventoried. b. 4 items added to catalogue Rehoused items in appropriate archival conditions where necessary.
Conservation	<ul style="list-style-type: none"> Continued monitoring collection area environmental conditions.

Facility and Risk Management	June 2020

Repairs / Upgrades

- Ten Hand sanitizer stations installed
- Directional signage installed

Pacific Grove Museum of Natural History
Director's Report
May 2020—Museum Closed due to COVID-19 Pandemic

Guests & Event Attendance		May 2020			
Museum Visitation	Virtual Field Trips	113	Watershed Guardians (off-site)	N/A	
	Virtual Jr. Naturalist Excursion	2	LiMPETS (off-site)	29	
	Virtual Science Saturday	272	Tabled Events	N/A	
	Virtual Lectures and Classes	125	TOTAL (off-site)	29	
	TOTAL (on-site)	512	TOTAL: 541		

Exhibits		May 2020	
Permanent Exhibitions	•		
Special Exhibitions	•		

Education		May 2020			
School Field Trips – (Virtual)	School	Program	Grade	Students	
	Junipero Serra	Butterflies	Unk	11	
	Foothill Elementary	Butterflies	PreK	12	
	La Joya	Butterflies	K	23	
	La Joya	Butterflies	K	18	
	La Joya	Butterflies	K	11	
	La Joya	Butterflies	K	11	
	International School of Monterey	Steelhead	5 th	25	
	International School of Monterey	Steelhead	5th	24	
	Junipero Serra	Sand Crab	K	17	
	Highland Elementary	Butterflies	K	7	
	Public Programming				
	Open to the Public	Ed Ricketts	PreK-3	11	
		Mapping Monterey	PreK-3	27	
		Exploring Monterey	PreK-3	40	
	Chinese Fishing Village	PreK-3	50		
	Total:		113		
Science Saturday (Virtual)	Water Wild- 272 – Live - 14				

Education	May 2020		
Museum Events/ (Virtual)	Event Name	Attendance	
	Jr Nat Excursion	2	
	Let's Get Started- Zoom Event	43	
	Community To You	22	
	Total: 67		
Virtual Lectures	Sciencing in Place- 103		
LiMPETS	School	Grade	Students
	UGA Marine Ext. Fellows	Adult	6
	CART AM SBM Group	HS	3
	CART RIM PM Presentation	HS	4
	CART RIM PM Presentation	HS	6
	CART SBM AM Presentation	HS	3
	CART SBM PM Presentation	HS	7
	• Total: 29 (non duplicate)		

Marketing & Promotions	May 2020	
Web	<ul style="list-style-type: none"> Website Visits: 4,899 Page Views: 9,818 	<ul style="list-style-type: none"> Instagram followers: 2,060 Facebook followers: 9,531 Twitter followers: 1,824 Tumblr: 1,143

Organizational Updates	May 2020
Staff	• N/A

Volunteers	May 2020		
Volunteers	Position/Area	Hours	Docents
	Garden	4.25	2
	Science Saturday/Event	17	2
	Continuing Education	14.75	9
	BLOY Monitoring	61.5	10
	MPA Watch	10	1
	Plankton Monitoring	17	2
	TOTAL:	124.5	25^{non-Duplicator}
Volunteer Orientation/ Enrichment	May Zoom Enrichment- 9 attendees		

Collections	May 2020
Management	<ul style="list-style-type: none"> Continued rotating inventory: <ul style="list-style-type: none"> a. 437 items assessed, photographed and inventoried. b. 12 items added to catalogue

	<ul style="list-style-type: none"> • Rehoused items in appropriate archival conditions where necessary.
Conservation	<ul style="list-style-type: none"> • Continued monitoring collection area environmental conditions.

Facility and Risk Management	May 2020
Repairs / Upgrades	<ul style="list-style-type: none"> • City of Pacific Grove repaired water leak

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Public Works Deputy Director's Comments on the Pt. Pinos Lighthouse (including an update on operations as affected by the pandemic)

RECOMMENDATION

Receive comments.

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: City Manager's Comments (including how the City's budget for the museum and lighthouse are affected by the pandemic budget cuts)

RECOMMENDATION

Receive comments.

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Museum Board Chair's Comments

RECOMMENDATION

Receive comments.

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Audited Financials 2017-2018

RECOMMENDATION

Review report and decide any needed action.

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Business and Fund Development Plan

RECOMMENDATION

Review report and decide any needed action.

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Exhibits Plan

RECOMMENDATION

Review report and decide any needed action.

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Presentation on Pt. Pinos Lighthouse

RECOMMENDATION

Receive presentation.

Attachments

Presentation

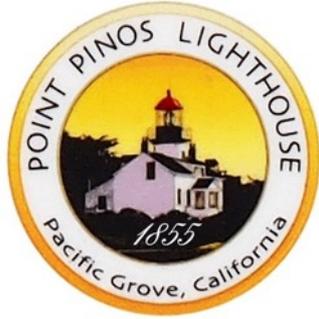
Point Pinos Lighthouse

Tour the oldest operating lighthouse on the West Coast

Point Pinos Lighthouse has been guiding mariners to safety since 1855 and is *still active today*.



Point Pinos Lighthouse



Point Pinos Lighthouse



Point Pinos Lighthouse

Outside Exhibits & Gift Shop



NRHP Plaque

Fountain

Survey Marker

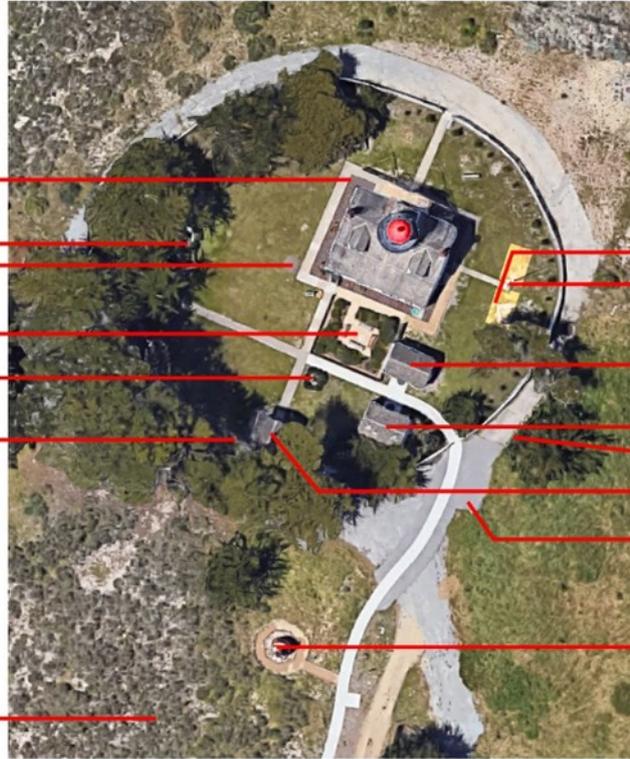
Garden

Gypsy Anchor

Jiggs' grave



Jeanette McIndoo Pine Grove



Picnic Tables
Flag

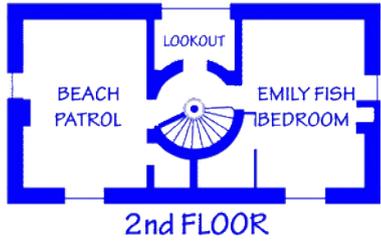
Gift Shop

Rest Rooms
Whale Sign
Oil House
Bike Parking

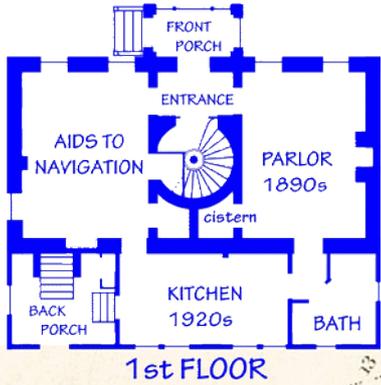
Red Buoy



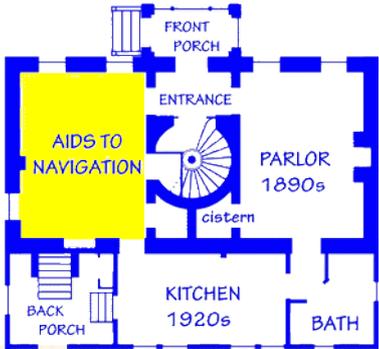
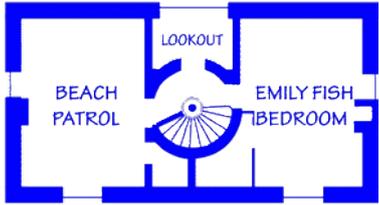
Point Pinos Lighthouse



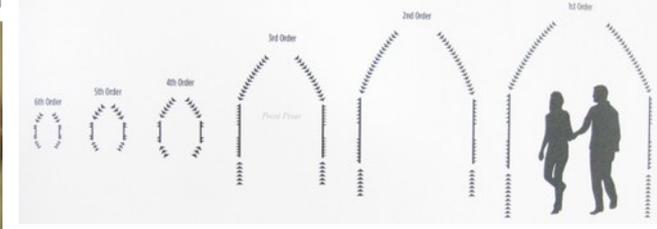
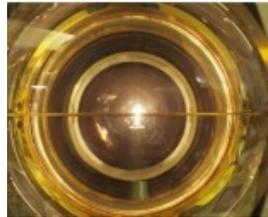
History video
Buoy lantern
Shipwrecks



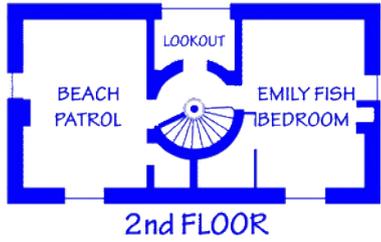
Point Pinos Lighthouse



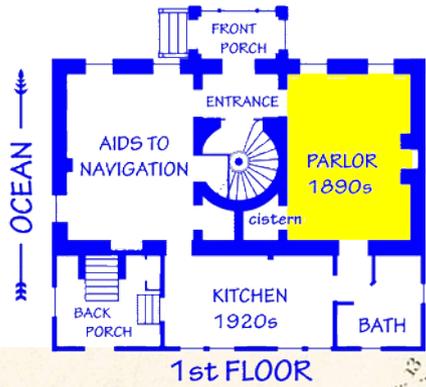
Aids to Navigation & greeting



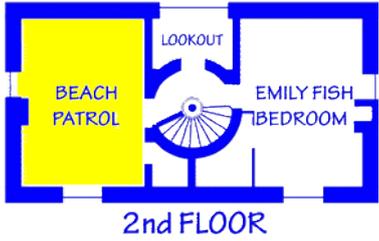
Point Pinos Lighthouse



Parlor 1890s

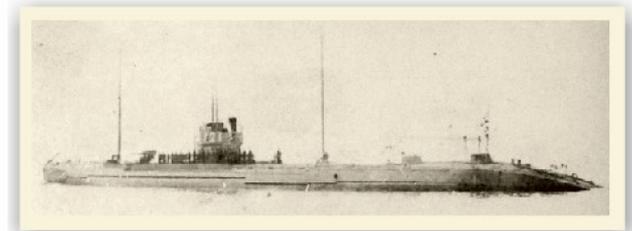


Point Pinos Lighthouse

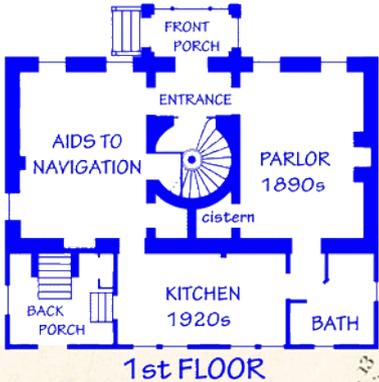
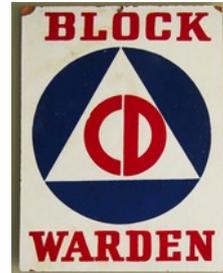


JAPANESE SUBMARINES ON THE WEST COAST

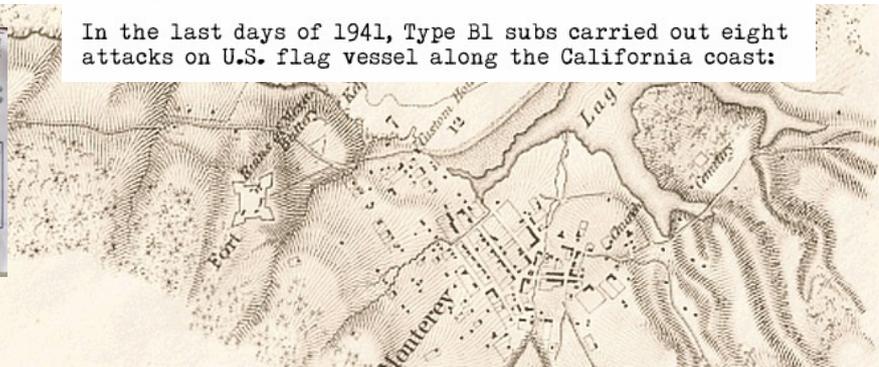
Japanese Type B1 submarines were longer than a football field; had a crew of 94; could carry 17 torpedoes, an airplane, and a deck gun that could shoot 5.5 inch shells.



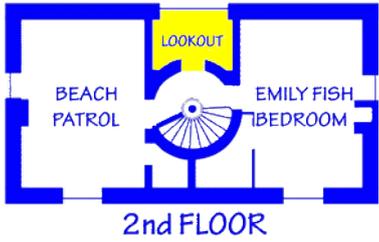
Beach Patrol WWII



In the last days of 1941, Type B1 subs carried out eight attacks on U.S. flag vessel along the California coast:



Point Pinos Lighthouse

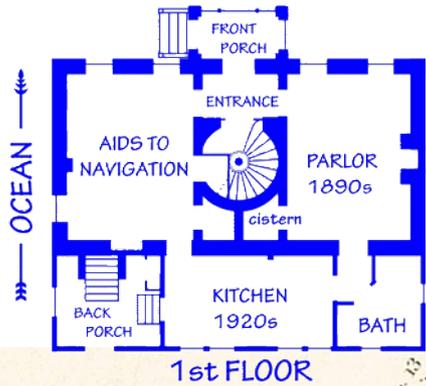


"This morning at 4:30 am the schooner Silver Cloud went ashore on the sand beach two miles to the eastward of Monterey.
No anchor watch being kept all hands turned in. She being at the time fast to the steamer's buoy by some means unknown got adrift.
.....vessel a total loss, partial insurance."
September 24, 1878, Allen Luce, keeper

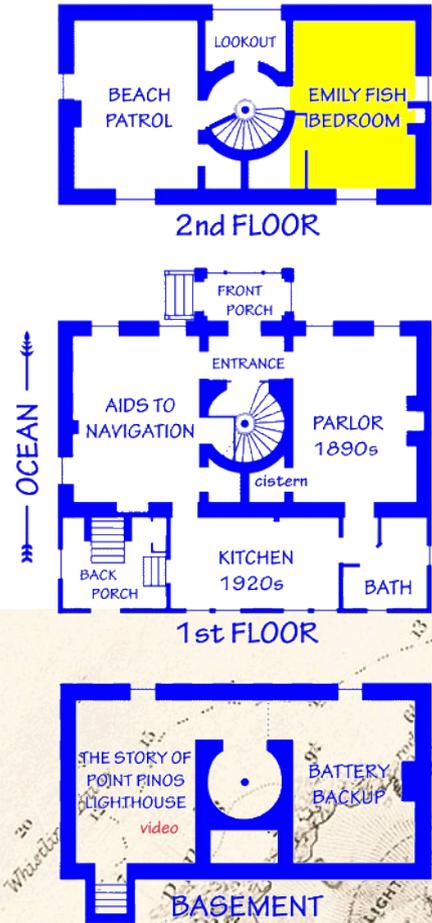
"Wind fresh N.W.
Foggy
No vessels seen.
Mrs. E. Fish, my successor, arrived at the station."
June 29, 1893, Allen Luce, keeper



Lookout



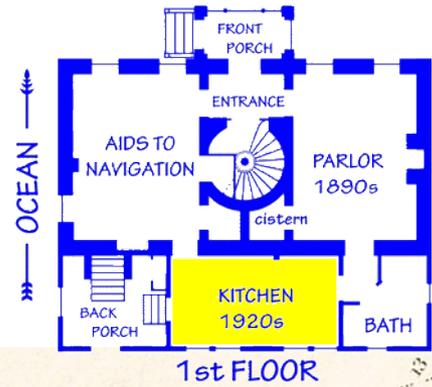
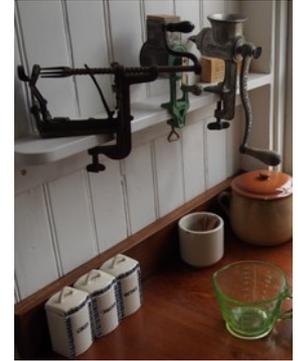
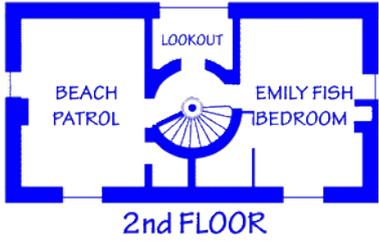
Point Pinos Lighthouse



Emily Fish Bedroom



Point Pinos Lighthouse

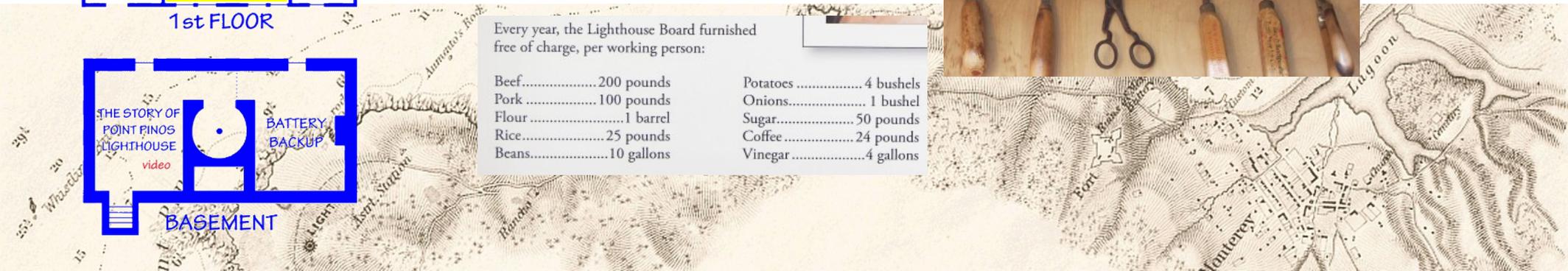


Kitchen 1920s



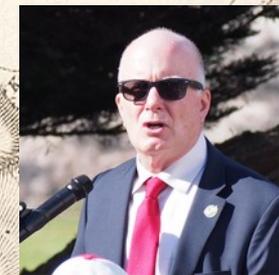
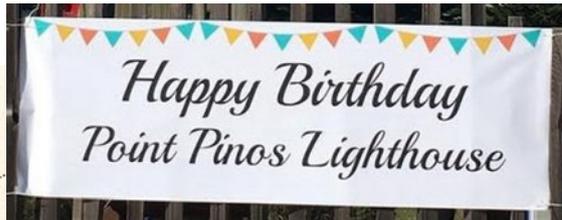
Every year, the Lighthouse Board furnished free of charge, per working person:

Beef.....	200 pounds	Potatoes.....	4 bushels
Pork.....	100 pounds	Onions.....	1 bushel
Flour.....	1 barrel	Sugar.....	50 pounds
Rice.....	25 pounds	Coffee.....	24 pounds
Beans.....	10 gallons	Vinegar.....	4 gallons



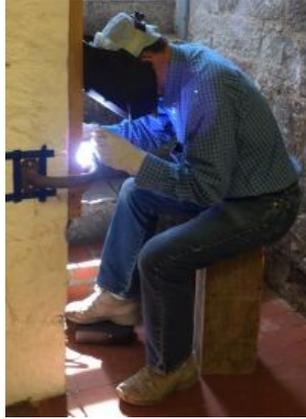
Point Pinos Lighthouse

Special Events



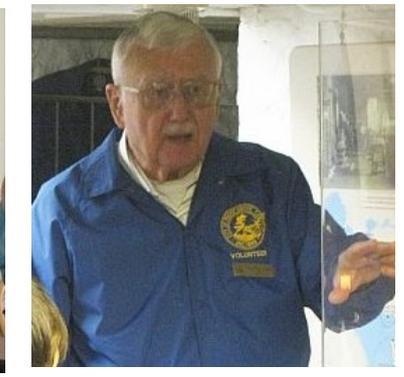
Point Pinos Lighthouse

Restoration



Point Pinos Lighthouse

Docents



Because of the Coronavirus (COVID-19), the **Point Pinos Lighthouse will be closed until further notice**. This precautionary measure is in the best interest of our guests, volunteers and employees. See these websites for current information:

[CITY OF PACIFIC GROVE WEBSITE](#)
[MONTEREY COUNTY HEALTH DEPARTMENT](#)
[COVID19.CA.GOV](#)

Point Pinos Lighthouse has been guiding mariners to safety since 1855 and is **still active today**.

The Keepers at Point Pinos Lighthouse

Charles and Charlotte Layton (1854 - 1860)

Charles Layton was the first Point Pinos lighthouse keeper. He arrived with his wife, Charlotte, and their four children, in 1854. He watched over the house until the lens was installed and lit on February 1, 1855. He was appointed lighthouse keeper and Charlotte was hired as his assistant. In November of 1855, while a member of a posse, he was shot and later died from his wounds. The citizens of Monterey suggested that Charlotte be appointed keeper as she knew the job and had four children for whom to care. The beginning of 1856 she was appointed keeper, thus becoming the first woman principal keeper on the west coast.

From the Timeline:

- Whale Oil Lamp
- Pre-toilet Paper
- Outhouse
- Cistern Only
- Fuel Stored in Basement
- Horse, Mule, Walking
- Dirt Path to Monterey



Facebook



Our Museum Partners

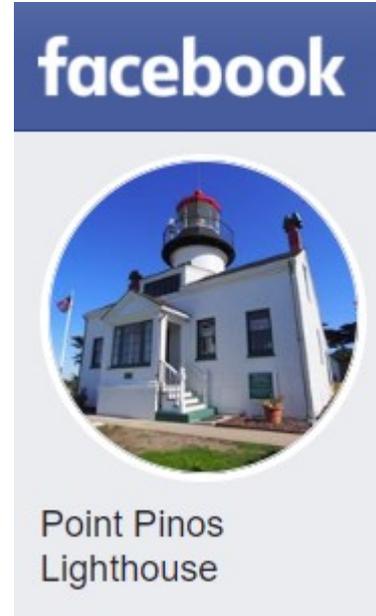


Pacific Grove Museum of Natural History



Website:

www.pointpinoslighthouse.org



Thank You!





CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Arranging a Pt. Pinos Lighthouse Tour/Special Meeting

RECOMMENDATION

Discussion

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CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Max and Members of the Museum Board
FROM: Ben Harvey, City Manager
MEETING DATE: 07/30/2020
SUBJECT: Planning Calendar 2020

RECOMMENDATION

Review calendar and decided on any needed changes.

Attachments

Planning Calendar

Museum Board Planning Calendar for 2020

	2/4	5/5 (canceled)	7/30 (formerly scheduled for 8/4)	11/3
Director's Reports	x	x ->	x	x
Officer Election	x			
Annual Report 2019	x			
Audited Financials 2017-2018		x ->	x	
Business & Fund Development Plan			x	
Collections Care Report				x
Exhibits Plan			x	
Facility Management Plan				x
Performance Metrics				x
Planning Calendar				x