



NOTICE OF REGULAR MEETING

MUSEUM BOARD

165 Forest Avenue
Pacific Grove, CA 93950
(831) 648-5716

DATE: Wednesday, May 13, 2009
TIME: 3:30 P.M.
PLACE: Museum Conference Room - 2nd Floor

AGENDA

- I **APPROVAL of AGENDA**
- II **APPROVAL of MINUTES**
Regular Meeting of April 8, 2009
Regular Meeting of April 21, 2009
- III **CORRESPONDENCE**
- IV **PUBLIC COMMENTS** (*Opportunity for members of the public to comment on items not appearing on this Agenda. There will be opportunity for public comment on each Agenda item during the Board's consideration of that item. Public comments are limited to three minutes each.*)
- V **CITY COUNCIL LIAISON COMMENTS [Lindsay]**
- VI **BOARD MEMBER COMMENTS**

- VII **MANAGER/STAFF REPORT [Mannel]**
Review of Museum's April operations
Action: Receive report

- VIII **LIAISON/COMMITTEE REPORTS**
 - A. **Museum Association [Blaziek]**

 - B. **Monarch Advocacy Liaison Report [Blaziek]**

- IX **OLD BUSINESS**
 - A. **Museum Foundation Update [Shonman]**
Report on status of Foundation Agreement.
Action: Receive oral report

- X **NEW BUSINESS**

Adjournment

NOTE: *Copies of documents presented at this meeting will be available at the meeting. Copies of these documents may also be obtained, as they become available, from the Deputy City Clerk's office; contact Ann O'Rourke at 648.3172 or aorourke@ci.pg.ca.us.*

The City of Pacific Grove does not discriminate against individuals with disabilities; meetings are held in accessible facilities.

4/3/2009

PACIFIC GROVE MUSEUM OF NATURAL HISTORY

Museum Board Meeting

MINUTES

8 April 2009

PRESENT: David Shonman (Chair), Geva Arcanin, Sharon Blaziek, John Pearse, Judy Wills

ABSENT: *none*

STAFF: Lori Mannel, Annie Holdren

GUESTS: Deborah Lindsay (Council Liaison), Nancy McDowell (Lighthouse Docent Coordinator), Harriet Mitteldorf, Bruce Obbink, Judd Perry

Chair Shonman called the meeting to order at 3:35pm

- I. **APPROVAL OF AGENDA:** Approved as presented.
- II. **APPROVAL OF MINUTES:** Minutes of the March 11, 2009 Board meeting were approved unanimously.
- III. **CORRESPONDENCE:** Shonman presented a letter from Sally Aberg addressed to him, Mannel, Frank Penner (President of the Museum Association Board), and Chief of Police Engles about the Museum door being left open after 5pm the past Saturday. Aberg entered the Museum and was unhappy about how she had been treated by a Museum staff member. Both Shonman and Mannel responded to Aberg, apologizing and thanking her for her concern. Mannel said two members of her staff were working late; she has now set up a checklist for closing the Museum. She also reassured the Board that security cameras are now in place monitoring the Museum continuously. Arcanin said more than a checklist is needed, and the door should not be left open when staff is not nearby. Shonman commented on how pleased he is with the staff, and Mannel's management.
- IV. **PUBLIC COMMENTS:** No comments were received from the public attending the meeting.
- V. **CITY COUNCIL LIAISON COMMENTS [Lindsay]:** Council Liaison Deborah Lindsay congratulated the Museum on the Marine Protected Area (MPA) exhibit and the opening reception, which she said was a "tremendous job."
Lindsay also reported that the City Council will look at the City's budget options at the next Council meeting.
- VI. **BOARD MEMBER COMMENTS:** Arcanin recommended that the Museum join the Downtown Business Improvement District (BID) to improve our relationships with the local business community. Mannel responded that her staff was already stretched, and

she was concerned about having one of them attend more meetings. Obbink suggested she get in touch with the President of BID to see how the Museum might work with them.

Wills mentioned how pleased she was with the opening of the MPA exhibit.

Shonman thanked Mannel for all she has done and reported how pleased he was with the exhibits and talks presented in conjunction with the Darwin exhibit. He also requested that Mannel look further into Pat Herrgott's query at last month's meeting about whether the Code of Ethics policies applied to outside groups that use the Museum's facilities. Mannel agreed to inquire with the City's legal counsel.

Pearse brought up the "Science Cafe" that was held after the MPA opening to provide perspective on the issues surrounding marine reserves. About 25 people attended and the vendor, Goodies, which provided food was satisfied. Those who attended seemed very positive, as did the three panelists. It was the Museum's first foray into science cafes, and seemed a good start.

VII. MANAGER/STAFF REPORT [Mannel]: Mannel presented a 5-page monthly report. She said it was a very good month all around, including a wonderful, well-attended opening of the MPA exhibit with Fred Keeley giving a few words. She also commented on the strong participation with the Museum's education programs by school groups.

Arcanin asked about the tour given to the Contemporary Historical Vehicle Association, which generated a lot of discussion.

Lindsay asked that the report be included in the City Council packet so all council members become aware of Museum activities.

Arcanin requested that with respect to volunteer time, the time put in by Association Board and Museum Board members be included in the report. Mannel said she would be glad to do so if a mechanism could be found to get the figures without infringing on staff time.

With respect to the developing Foundation, Mannel said they have contacted the Mayor, some council members, and the interim City Manager. However, the interim City Manager is on emergency leave and so far there has been no response. It is important, however, to get a proposal to the City Council before their 29 April meeting.

VIII. LIAISON/COMMITTEE REPORTS

A. Museum Association [Blaziek]: No report because Association Board meets next week. However, Blaziek reported that all is going well with the 48th Annual Wildflower show coming up (volunteers are needed to welcome people). Also there is Science Saturday, the Volunteer Appreciation Dinner, and the benefit luncheon in Emile Norman's home in Big Sur. The new issue of *Horizons* is out, and she passed a copy around. Blaziek also commented on how well the new shop manager is doing.

B. Monarchs [Blaziek]: Blaziek said that Tama Olver is launching a search to replace Jessica Griffiths. Obbink commented on how good it is to have Tama volunteering her talents to the Museum.

IX. OLD BUSINESS: None.

X. NEW BUSINESS.

A. Museum Education Programs [Holdren]. Holdren gave an enthusiastic report about how well the education programs are developing. Numerous school groups have called in and visited the museum since she has arrived. They meet in the education room where they can touch things before the docents take them for tour. Because some schools do not have buses, Holdren is going to the schools. She also has prepared kits that teachers can use. Science Saturdays are related to themes; the first was comparing bird beaks and how they are used, the second on animal coloration, and the third will be on marine

life, including a trip to the intertidal. She is planning two 1-week summer camps, the first ever. She is also training the hosts/docents about the exhibits.

Shonman complimented Holdren for all she is doing, but asked about reaching out to high school students. Holdren said she is working on developing programs for high school students, and is looking for high school volunteers to work with the younger children.

B. Museum Board Function and Responsibilities [Shonman]. Arcanin recused herself from this discussion due to her membership on the Board of the Museum Foundation of Pacific Grove. Shonman asked that the Board consider what its role would be if and when the proposed Foundation takes over operating the Museum. The Museum would still remain the property of the City, but the Foundation would report directly to the City Council. Board members had an extensive discussion about how the Board, Foundation, and City could best operate together. Foundation Board member Perry stated that the Foundation is still working out the details of how it will operate. It was pointed out that any change in duties of the Museum Board would likely require a public vote to modify the City Charter. Board members agreed that these issues will clearly need more discussion before they are resolved.

Shonman said he would attend the next City Council meeting, 15 April, and give a report.

Adjournment: 5:45pm

Respectively submitted,
John Pearse
Member, Museum Board, City of Pacific Grove



NOTICE OF SPECIAL MEETING

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DATE: Tuesday, April 21, 2009
TIME: 3:30 P.M.
PLACE: Museum Conference Room - 2nd Floor

AGENDA

- I Approval of Agenda
- II **PUBLIC COMMENTS**
(Opportunity for members of the public to comment on items not appearing on this Agenda. There will be opportunity for public comment on each Agenda item during the Board's consideration of that item. Public comments are limited to three minutes each.)
- III **NEW BUSINESS**
 - A. **Museum Foundation Agreement [Shonman]**
Discussion of non-binding Letter of Intent between the City and the Museum Foundation of Pacific Grove to operate and maintain the Museum.
Action: Consider motion to support Letter of Intent

Adjournment

NOTE: *There will be an information packet for this meeting. Documents will be made available to members of the public as soon as they are distributed to Museum Board members. For further information, contact Deputy City Clerk Ann O'Rourke at 648.3172.*

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**Pacific Grove Museum of Natural History
Manager's Report
April 2009**

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I. Executive Summary

April's attendance was the highest of the year due to the Museum's 48th Annual Wildflower Show. This three day event brought approximately 2700 guests to the Museum. The show presented approximately 640 species and varieties of California central coast wildflowers, held wildflower illustration courses with John Muir Laws, and provided walking tours in the Museum's native plant garden. Brian LaNeve from the Monterey Bay Chapter of the Native Plant Society described this year's show as exceptional in terms of promotions, specimen collection, attendance, setup, and operations.

Museum education programs remain strong with 226 students visiting the museum on field trips and another 60 students participating in Science Saturdays.

II. Visitation

Visitation and Visitor Experience	April 2009
Museum Visitation	Estimate 7724 visitors. (<i>New door counter installed mid-month so month count is an estimate.</i>)
Lighthouse Visitation	Pt. Pinos Lighthouse 2274 guests.

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III. Exhibits

Exhibits	April 2009
Special Exhibits	<ul style="list-style-type: none">▪ Held Special Exhibit, "Celebrate Our Underwater Parks" exhibit in Special Exhibit Hall.▪ Held Special Exhibit <i>Darwin</i> in the Vern Yadon gallery.
Backyard Garden	<ul style="list-style-type: none">▪ Per Public Works request, more detail was added to the original architectural drawing of the backyard design and submitted to Public Works for their management of procuring a contractor to implement the work.

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IV. Education

Education	April 2009
Museum School Group Visits	<ul style="list-style-type: none"> • Foothill Middle School (7th gr), 18 students, 2 adults • Malaga School (4th, 5th gr), 50 students, 6 adults • Bay View School (6th gr), 18 students, 4 adults • All Saints School (3rd gr), 20 students, 5 adults • MCOE Ruth Andreeson School (Special Ed), 12 students, 4 adults • Junipero Serra School (Pre-K), 20 students, 5 adults • Cesar Chavez Elementary School (Kindergarten), 60 students, 7 adults • Shoreline Preschool, 28 students, 10 adults
Museum Tours	<ul style="list-style-type: none"> • Cub Scout troop, 9 boys, 2 adults
School Outreach	Family Science Night at Olson Elementary School, Marina
Science Saturday	<ul style="list-style-type: none"> • Focus on Marine Habitats, ~80 children, 40 adults
Partner Education Programs	<ul style="list-style-type: none"> • Latino Family Day with NOAA
Lighthouse School Group Visits	San Jose Home School, 6 students, 2 adults

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V. Marketing and Promotions

Marketing Promotions	April 2009
Press Releases	<ul style="list-style-type: none"> ▪ Wildflower Press Release ▪ Paul Ehrlich Press Release
Articles	<ul style="list-style-type: none"> ▪ Articles on the public/private partnership were featured in the Herald, the MC Weekly, the Carmel Pinecone, and the Cedar Street Times. ▪ Cedar Street Time featured MANY Museum events.
Web	www.pgmuseum.org had 150,111 hits in April. Updated upcoming events on PGMuseum.org
Museum phone	Updated upcoming events.

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VI. Governance

Museum Governance	April 2009
Public / Private Partnership	Dede Bent joined the board of the Museum Foundation of Pacific Grove.
	On April 29, 2009, the Pacific Grove City Council approved the City Manager signing a Letter of Intent from the Museum Foundation of Pacific Grove to begin contract negotiations for the Museum Foundation of Pacific Grove to operate the Museum.
AAM Re-accreditation	AAM is identifying a visiting committee to perform an AAM accreditation site visit of the Museum. No word yet as to when the visit will occur.

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VII. Personnel & Volunteers

Personnel	April 2009
Volunteers	<ul style="list-style-type: none">▪ Held volunteer enrichment talk April.▪ Total Volunteer Hours:<ul style="list-style-type: none">– Museum Host volunteers worked 57.75 hours– Museum Education Docents worked 8 hours– Museum Store volunteers worked 120.5 estimated hours– Museum Garden volunteers worked 27 hours– Lighthouse docents: 149 hours

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VIII. Conservation & Collections

Conservation & Collections	April 2009
Collection activities	<ul style="list-style-type: none">▪ Quarantined items for Heritage Society Photo exhibit▪ Cleaning and removal of unnecessary items from the workroom and basement storage area▪ Assisted with wildflower show where necessary▪ Put together information for grant to rehouse pottery▪ Began preparing objects for return of long-term loan from 1950's

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IX. Facility and Risk Management

Facility and Risk Management	April 2009
Repairs / Upgrades	<ul style="list-style-type: none">▪ Upgraded closed circuit video security system. Upgrades included cameras that are high resolution, motion sensor activated, and infrared for nighttime operation. Upgrade also included digital recording device for continuous motion activated recording, longer storage and easier retrieval of video information.▪ New door counter was installed mid April.
Incident	<ul style="list-style-type: none">▪ Whereas, the alarm was set, Museum staff forgot to lock the front door one day in April. The alarm was triggered and PG police were called. The Museum's Directing Manager arrived to resolve the situation. A written report was submitted to the Interim City Manager and an oral report of the incident was given to the Museum Association and to the Museum Advisory Board at both of their respective April Board meetings.

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