

Suggested revision of 200-5 by John Pearse for discussion by the Museum Board.  
4 April 2010

## CITY OF PACIFIC GROVE, CALIFORNIA

### Policy No. 200-5 (Rev. xx/xx/2010)

1. **General.** The purpose of this policy is to set general guidelines for the interaction between the City of Pacific Grove and the Museum Foundation of Pacific Grove, Inc., in the operation of the Pacific Grove Museum of Natural History.

2. **Operation.** The Museum, including the grounds, buildings, and collections is the property of the City, and is leased and operated by the Museum Foundation of Pacific Grove according to the “Public/Private Partnership Operating Agreement and Lease between the City of Pacific Grove CA and Museum Foundation of Pacific Grove, Inc” that was made and entered into as of the 27th day of July, 2009. The Board of the Museum Foundation shall be responsible for operating the Museum, including hiring staff who care for the collections, prepared exhibits, and organize activities.

[Shall accreditation by the American Association of Museums be included? AAM mentioned in section 3.03 of the Agreement with respect to maintaining the collections, but no mention of accreditation.]

3. **Purpose.** The Pacific Grove Museum of Natural History is an educational institution primarily, but not exclusively, concerned with the presentation, interpretation, and understanding of the natural history of the central coast of California, including its Native American populations. It seeks to preserve, study, and exhibit the natural life and materials of the area for people desiring to enrich their education by viewing the Museum’s collections and using the institution as an informational resource. While most exhibits and presentations are directed toward the area of central California, special shows also can include artifacts, specimens, and issues that reach farther afield.

#### 4. Policy.

A. Collections. The City retains ownership ~~and responsibility for~~ of the collections, while the Foundation is responsible for their care. They shall be primarily of the natural history of the central California area, although they need not be strictly local in origin. They should, however, be useful for research, for temporary or permanent exhibitions, for public education, or for enjoyment. ~~[needed?]~~ They also may be important to the history of the Museum, the City, or the region. The collections shall be added to and upgraded whenever possible.

1. The Museum Director can add objects to the collection and determine for what purpose, i.e., research, exhibition, education.

2. The Museum Director with the approval of the Museum Board and City Council can remove objects from the collections. The procedure for removing objects of the collections are:

- a. Notification by the Museum Director of the proposed removal to the City Attorney and the Chair of the Museum Board.
- b. Determination by the City Attorney that removal is consistent with the City Code.
- c. Approval of the Museum Board after discussion at a meeting open to the public.
- d. Approval by the City Council after discussion at a meeting open to the public.

3. The Museum Director with the approval of the Museum Board and City Council may dispose of Museum-owned property that is not or is no longer part of the permanent collection. The procedure for disposing of Museum-owned, non-collection property is the same as that followed for the removal of objects in the collections. [This is added on.]

4. Proceeds from the sale of any Museum-owned object or property shall be credited to the Museum Improvement Fund. [This fund probably should be revisited too.]

B. Exhibits and Exhibitions. The permanent exhibits and exhibitions of the Pacific Grove Museum of Natural History shall be focused on the presentation, interpretation, and preservation of the natural history of the central California coastal area. Other exhibits and exhibitions shall be consistent with the statement of purpose.

C. Exhibit Management. The selection, interpretation, and display of the Museum Exhibits, and research related to them, shall be the responsibility of the Museum Director, acting under the administrative direction of the Board of the Museum Foundation of Pacific Grove, Inc. It shall be the responsibility of the Museum Director to manage and maintain, and, as appropriate, rotate, modernize, and enhance the exhibits of the Museum. Use of the existing collection owned by the Museum for exhibits whenever feasible is encouraged.

As part of the exhibit management program of the Museum, the Director, with the aid of appropriate members and committees of the Museum Foundation of Pacific Grove, Inc., shall develop a long-range plan for the rotation of exhibits. The long-range exhibit plan shall be presented to the Museum Board for review and suggestions.

D. Special Exhibits. Special exhibits on topics relating to natural history that augment and extend the educational role of the Museum are a desirable part of the overall Museum program. Proposals for Special Exhibits and funding sources for such exhibits may be made by any sponsoring agency to the Museum Director, who shall in turn seek

the advice of the Museum Board regarding inclusion of the proposed exhibit in the Museum schedule of exhibits. [Is this last clause necessary?]

E. Educational Programs. The Museum Director and staff, with the aid of appropriate members and committees of the Museum Foundation of Pacific Grove, Inc., shall initiate, develop, and implement long range plans for educational programs, which shall include the use of available space within the Museum, the feasibility of a docent program, classes, and lecture programs. The long-term educational program plan shall be presented to the Museum Board for review and suggestions. [Is this last sentence necessary?]

F. The Museum Building. To assure effective utilization of the Museum building by the public and staff, a Building Master Plan based on the goals, objectives, and needs identified in the long-range exhibit and program plans should be in place with the approved by the City Council. The Building Master Plan should be prepared, and kept up-to-date by the Museum Board, working in collaboration with the City Manager, Museum Director, and appropriate members and committees of the Museum Foundation of Pacific Grove, Inc. [Is the Board up to this? It has not done this for some time if ever!]

G. Museum Board. To assist in the operation of the Museum, a board is established by Article 26 of the Pacific Grove City Charter. The Museum Board is advisory to the City Council and City Manager in all matters relating to the Museum, in particular, with respect to the Museum building and collections. The Museum Board shall serve as a vehicle for public input to the City Council, the City Manager, the Museum Director, and the Museum Foundation of Pacific Grove, Inc. [We really need to define our role here!]

H. Museum Association. [delete completely--?]

I. Communications. The City Council recognizes the importance of clear and direct communications and feedback between and among the Museum Foundation of Pacific Grove, Inc., the Museum Director and staff, the Museum Board, the City Manager, and the City Council. To facilitate this communication, the City Council recommends the following procedures:

- i. The Chair of the Museum Board will meet regularly with the Museum Director and the President of the Museum Foundation of Pacific Grove, Inc.
- ii. Liaison members of the Museum Foundation of Pacific Grove, Inc. and the City Council will attend the meetings of the Museum Board.
- iii. [anything else? delete iii, iv, and v?]

J. Evaluation. The City Manager shall be responsible for annually evaluating the operation of the Museum, taking into particular account the compliance with the Agreement between the City and the Museum Foundation of Pacific Grove, Inc., and

considering advice and suggestions from the Museum Board. The City Manager will submit to the City Council a written report of that evaluation.

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