

Suggested revision of 200-5 by John Pearse for *discussion only* at the regular meeting of the Museum Board on 9 June 2010.

Based on City Council Resolution No. 08-059, dated November 19, 2008.

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 operation of the Pacific Grove Museum of Natural History (“Museum). It supplements the Public/Private Partnership Operating Agreement and Lease dated 27 July 2009, and subsequent amendments (“Agreement”) between the City of Pacific Grove CA (“City”) and Museum Foundation of Pacific Grove, Inc., (“Foundation”).
2. **Operation.** The Museum, including the grounds, buildings, and collections is owned by the City, and is leased by the Foundation according to the Agreement. The Foundation is responsible for operating the Museum, including hiring staff who care for the collections, prepare exhibits, and organize activities. The Foundation shall continue to seek accreditation by the American Association of Museums (AAM), and shall obey the laws of the United States Government and the State of California.
3. **Statement of Purpose.** The Museum Mission is: *To Inspire Discovery, Wonder, and Stewardship of our Natural World.*

The Museum does this by:

 - Emphasizing the unique and diverse natural and cultural history of the California central coast, while maintaining a global perspective;
 - Preserving the heritage of Pacific Grove and the Museum;
 - Managing the collections for research, education, and as a continuous record of the changing world for future generations;
 - Serving as a resource center for the regional scientific and educational communities;
 - Providing dynamic leadership in natural history, conservation, and environmental education through exhibits and educational programs, striving to make this outreach relevant to all the people of the California central coast;
 - Fostering cooperative efforts in natural history research and education throughout our region.
4. **Policy.**
 - A. **Collections.** The City retains ownership of the collections, while the Foundation is responsible for their care. They shall be primarily of the natural history of the California central coast area, although they need not be strictly local in origin. They should, however, be useful for research, for temporary or permanent exhibitions, and for public education. 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 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. Recommendation of the Museum Board after discussion at an agendized meeting open to the public.
- d. Approval by the City Council after discussion at an agendized 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, with special consideration for the requirement that the City obtain maximum return possible on such property.

4. Proceeds from the sale of any Museum-owned object or property shall be credited to the Museum Improvement Fund. All proceeds from the sale of a deaccessioned collection item(s) must be used to acquire new item(s) for the Museum collection.

B. Exhibits and Exhibitions. The permanent exhibits and exhibitions of the Pacific Grove Museum of Natural History shall be focused, first on the presentation, interpretation, and preservation of the natural history of the California central coast 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 Directors of the Foundation. 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 Foundation, shall develop a long-range plan for the rotation of exhibits. The long-range exhibit plan shall be presented

to the Museum Board for public review and recommendations. The long-range exhibit plan should be forwarded to the Council for information

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.

E. Educational Programs. The Museum Director and staff, with the aid of appropriate members and committees of the Foundation, 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.

F. The Museum Building. The Foundation shall maintain the premises of the Museum in good order and condition, while the City shall be responsible for normal week-day cleaning and maintenance of the building and grounds consistent with accepted practices for comparable City facilities. Major repairs will be made by the City at the Foundation's request as detailed in the Agreement, and may be paid out of the City's Museum Improvement Fund.

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, appropriate members and committees of the Board of Directors of the Foundation, and the public.

G. Museum Board. The Museum Board (also known as the Museum Advisory Board) was created by Article 26 of the City Charter to serve in an advisory capacity to the City Council and City Manager in all matters pertaining to the operation of the Museum. Its powers and duties include recommending to the City Council the adoption of such laws, rules, and regulations as it deems necessary for the administration and protection of the Museum. It serves as an informational conduit between the public, the Foundation, and the City, and participates in the ongoing development, updating, and implementation of the Agreement. It also performs such other duties relating to the Museum services as the Council may require by ordinance or resolution.

The Museum Board consists of five members appointed by the Mayor with approval from the City Council. Appointment is for four years, with staggered terms of the members, and a maximum of 12 years. The officers of the Museum Board are elected annually by the members of the Museum Board, and include a Chair, Vice-Chair, and Secretary.

H. Museum Foundation of Pacific Grove, Inc. The Foundation, a California Nonprofit Public Corporation, is responsible for operating the Museum as detailed in the Agreement and subsequent amendments approved by the City Council. Its general purposes and powers, which involve all aspects of operating and maintaining the Museum, are detailed in its Bylaws that are available to the public on the Museum's website.

The Foundation is governed by a Board of Directors consisting of 15 members who are elected by members of the Board of Directors. Officers elected by members of the Board of Directors, include a President, Vice-President, Secretary, and Chief Financial Officers (Treasurer).

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

- i. The Chair of the Museum Board meets regularly with the Museum Director, the President of the Board of Directors of the Foundation, and the City Manager.
- ii Liaison members of the Board of Directors of the Foundation, and the City Council attend and participate in the meetings of the Museum Board.
- iii Up-to-date websites are maintained and coordinated by both the City and the Foundation regarding all activities of the Museum, including not only exhibits and activities of the Museum, but also the role of the City and Foundation in its governance.

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

Passed and adopted by Resolution
Resolution No. 6161
Dated: April 17, 1991

Amended: Resolution No. 6370
Dated: October 20, 1993

Amended Resolution No. 08-059
Dated: November 19, 2008

Amended: Resolution No.
Dated: