



NOTICE OF REGULAR MEETING

MUSEUM BOARD

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

DATE: Wednesday, April 9, 2008
TIME: 3:30 P.M.
PLACE: Museum Conference Room - 2nd Floor

MINUTES

- I. Approval of Agenda: motion moved by LT, 2nd by JP and approved.
- II. Approval of Minutes
Regular Meeting of March 12, 2008 : motion moved by LT, 2nd by JP and approved.
- III. Correspondence: email from Esther Trosow re “Failure Notice Website.”
See Item IX New Business d. Museum Website.
- IV. PUBLIC COMMENTS *(Opportunity for members of the public to comment only on items appearing on the Agenda. Comments are limited to three minutes.)* None.
- V. Comments from Committee Chair/Board Members: Telles: ADA and “Walk-thru-Time,” Darwin’s Birthday for next meeting agenda; Shonman: Heritage Society interest in the Lighthouse; Pearse: request that Dan Davis attend Advisory Board meetings.
- VI. Manager/Staff Report
- VII. Liaison Reports/Subcommittee Reports *(Board will hear reports and may take action as appropriate)*
 - a. Buildings & Grounds (Telles) No report.
 - b. Education (Shonman) MPRPD catalog of offerings includes a few at the Museum.
 - c. Exhibits (Blaziek) Telles noted that future exhibit plans include about half marine topics and requested that exhibit plans come, through staff, to the Advisory Board for review.
 - d. Finance (Telles) No report.

- e. Personnel (Arcanin/Telles) Snyder reported that the City is interviewing people for a part-time curator position at \$20 - \$25/hour.
- f. AAM Reaccreditation - *Ad Hoc* (Arcanin) Arcanin requested that the Board approve a request for clerical support for the re-accreditation process. The AAM has sent a Checklist of additional information needed in order to approve a site visit.
Motion passed: Request that the City provide 40 hours of clerical support to the Museum for re-accreditation activities. Arcanin 1st, Pearse 2nd, passed unanimously.

REGULAR AGENDA

VIII Old Business - None

- b. **Progress Report on Strategic Planning (Snyder)**
Discussion of issues involved with the Museum's Strategic Planning process.
Recommended Action: Discuss and take appropriate action as necessary.
Bob reported that the process is moving along and hoped to have a request for the Advisory Board and Council in May. Telles noted that his concerns were less due to the commitment to a mixed model, although he noted less understanding in the need to change the mission.

Bob discussed planning for a science camp, his talk to Rotary and the possibility of some scholarships, the docent program and noted higher donations at the door with the Quilt Show.

IX New Business

- a. **Museum Budget (Becklenberg)**
Discussion of Museum budget considerations with Director of the City Office of Management & Budget.
Recommended Action: Discuss and take appropriate action as necessary. Jim Becklenberg presented the 08/09 budget which he was hopeful was a plan endorsed by the Council to turn the budget back to covering costs with the general fund and build reserves. Jim answered questions about the categories of costs, and funds, including the Museum Improvement Fund. He noted that last year \$20K was moved from the Museum Improvement Fund to the Lighthouse Fund, although that will no longer be done. There has been a concept change in that the City will not use MIF monies for the Lighthouse. He noted that last year there was work done on the Lighthouse doors and that money should go back to the MIF. Staff are now tracking back to determine resource use and design.

He noted there is no intention of paying for staffing from the MIF, only capital accounts: exhibits; improvements; planning.

In answer about a \$91K decrease in the Museum Improvement Fund, it was noted due to a change in the distribution of interest across all City funds.

Jim said that he would look to the 07/08 budget remainder monies for a part-time curator and part-time admin. Assist.

- b. **Board Restructure (Telles)** Not discussed.
Review and discussion of proposed Modification of Museum Board Structure.
Recommended Action: Discuss and take appropriate action as necessary

c. **Evaluation of Museum Operation (Arcanin)**

Board evaluation of Museum operations based on 2007 Reaccreditation Self-Study process. The self-study is an evaluation of operations.

Recommended Action: Discuss and take appropriate action as necessary

d. **Museum Website (Pearse)**

Board discussion of modifications to City's Museum website. It was noted that the website is not current. The City's website stops at the "World of Cats" 12/29/07. It is old and needs updates of events; it can't link to the Tuttle Collection; there is a calendar protected for internal access. Pearse will work with Bob and Charlene.

Recommended Action: Discuss and take appropriate action as necessary

Adjournment: There being no further business, the meeting was adjourned.

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