

PACIFIC GROVE MUSEUM OF NATURAL HISTORY

Museum Board Special Meeting

MINUTES

January 21, 2009

- PRESENT: David Shonman (Chair), Geva Arcanin, Sharon Blaziek, John Pearse, Judy Wills
- ABSENT: *none*
- STAFF: Lori Mannel
- GUESTS: Nancy McDowell (Lighthouse Docent Coordinator), Esther Trosow, Vern Yadon (Curator Emeritus)

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

- I. **APPROVAL OF AGENDA:** The agenda was approved.
- II. **APPROVAL OF MINUTES:** Chairman Shonman pointed out that the City's website is out of date with respect to posting the agendas and minutes of past meetings. He sent last year's unposted agendas to the City to be posted. He also pulled together the minutes of 5 meetings in 2008 to be considered by the Board (September 2, 10, and 24; October 8 and 28.) However, they were distributed only a few days earlier, and some Board members had not read them. Pearse moved that they be read before the next meeting when they can be considered for approval. Blaziek seconded the motion, and it was passed unanimously.
Shonman announced that Pearse would take the minutes of this and future meetings, and they would also be recorded and stored as CDs.

- III. PUBLIC COMMENTS:** Yadon suggested that the CD storage cases have a table of contents label on the outside. Shonman agreed.
- IV. CITY COUNCIL LIAISON COMMENTS:** Council Liaison Deborah Lindsay away at the City Council Camp.
- V. BOARD MEMBER COMMENTS:** Arcanin congratulated Shonman for his handling of the meetings and for getting out the agendas and minutes; she reminded us that in the past the Museum staff took care of these items. Arcanin also thanked Mannel for doing so many things for the Museum.
- VI. MANAGER/STAFF REPORT:** Mannel passed out and discussed her December 2008 Report covering the previous six months. It summarized very positive progress, with increased visitation, donations (tripled), school visits, completion of full staffing, acceptance of the Museum's mission statement by the City Council, and continuation with reaccreditation.
- Yadon asked that staff be listed in the report, and commented about doing more with pest control that just "check traps." Mannel agreed. Trosow asked about where some of the books went from the library; Mannel said Holdren had reorganized the library and would know.
- The Board accepted Mannel's report.

VII. LIAISON/COMMITTEE REPORTS

A. Museum Association: Blaziek passed out report covering activities of Association Board, including changes on the Association Board, Lighthouse activities, and Darwin celebration.

B. Monarch Advocacy. Blaziek also presented Monarch Advocacy Liaison Report, including construction near Monarch Sanctuary, a tree branch falling on a docent's car, and a trip to the Ellwood Main Monarch Grove in Goleta.

VIII. OLD BUSINESS: *none*

IX. NEW BUSINESS

A. Museum Facility Inventory List: Mannel passed out “Document to clarify inventory numbers and formally accessioned objects.” After considerable discussion of items on list and cataloging system, Arcanin moved and Wills seconded that Mannel develop a facility and inventory list that includes items not in collection but which may be removed from catalog listing and listed separately. Unanimously approved.

B. Design of Museum Garden Walkway: Mannel passed out plans for developing an ADA-compliant walkway in the backyard and discussed it in detail. Estimated cost \$40,000 with completion next summer. Extensive discussion, nearly all comments positive and enthusiastic. Pearse moved and Wills seconded to accept plans and present to City Council meeting of February 4. Unanimously approved.

C. Museum Board Committees: Shonman brought up forming Board subcommittees to deal with different Board responsibilities. Mannel recommended an ad hoc Facilities Management Committee that would work with Public Works to develop a facilities plan. Shonman and Arcanin agree to form core committee.

Adjournment: 5:30pm

Respectively submitted,

John Pearse
Member, Museum Board, City of Pacific Grove