



## NOTICE OF MEETING

### CITY OF PACIFIC GROVE MUSEUM BOARD Tuesday, February 4, 2020 - 5PM

### **REGULAR MEETING AGENDA**

LOCATION: COUNCIL CHAMBER, 1<sup>st</sup> FLOOR, CITY HALL,  
300 FOREST AVE., PACIFIC GROVE, CA

NEXT MEETING: The next regular meeting is scheduled for 5 PM, Tuesday, May 5, 2020.

*The Mission of the Pacific Grove Museum of Natural History is:  
To inspire discovery, wonder, and stewardship of our natural world.*

#### **CALL TO ORDER**

- 1. APPROVAL OF AGENDA**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF MUSEUM BOARD MEETING MINUTES (Attached)**
  - A. Minutes of the November 5, 2019 and December 10, 2019 Special Meeting  
Reference: Broeck Oder, Secretary  
Recommended Action: Approve Minutes

#### **REGULAR AGENDA**

- 4. ITEMS NOT REQUIRING ACTION**
  - A. Correspondence  
Reference: Elayne Azevedo, Chair  
Recommended Action: Accept Correspondence
  - B. City Council Liaison Comments  
Reference: Councilman Huitt  
Recommended Action: Receive Comments
  - C. Museum Director's Monthly Reports for October, November, December 2019  
Report on Museum Website (<http://www.pgmuseum.org/monthly-reports/>)  
Reference: Executive Director Kihs  
Recommended Action: Receive Reports for Oct.-Dec. 2019.

- D. City Manager's Comments  
Reference: City Manager Harvey  
Recommended Action: Receive Comments
- E. Board Chair's Comments  
Reference: Board Chair Azevedo  
Recommended Action: Receive Comments

**5. REVIEW OF ITEMS OF PREVIOUS MEETINGS**

Approved Minutes of August 6, 2019 Museum Board meeting were forwarded to City Council for their information. (Sent to Kerry Lindstrom and posted on consent agenda City Council meeting.) At the November meeting, Mayor Peake introduced for consideration that the Museum Board assume responsibility for Point Pinos Lighthouse. A presentation and references were provided. Comments by community members and Board followed. The Museum Collections Care and Performance Metrics, along with the City's Facility Maintenance reports were reviewed. The Board's 2020 Planning Calendar was approved and notification about Board vacancy announced. A Special Meeting was held in December to continue the discussion of Point Pinos responsibility and a motion was unanimously passed with the recommendation to be forwarded to City Council.

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

- A. Proposed plaque in Monarch Sanctuary  
Reference: City Manager Harvey  
Action: Discussion
- B. Annual Report 2019  
Reference: Elayne Azevedo  
Action: Review draft for changes.
- C. Officer Election  
Reference: Elayne Azevedo  
Action: Election for 2020

**ADJOURNMENT**

DRAFT ACTION MINUTES  
CITY OF PACIFIC GROVE  
**MUSEUM BOARD**

REGULAR MEETING  
Tuesday, November 5, 2019 at 5:00 p.m.  
City Council Chamber—City Hall—300 Forest Avenue, Pacific Grove, CA

**CALL TO ORDER**

Present: Chair Elayne Azevedo, Secretary Broeck Oder, Board Member David Laws, and Board Member Lisa Max; City Council Liaison Robert Huitt; and Mayor Bill Peake, City Manager Ben Harvey; Museum Director Jeanette Kihs; and ten community members.

**1. APPROVAL OF AGENDA**

Agenda approved by consensus.

**2. PUBLIC COMMENTS**

None.

**3. APPROVAL OF MUSEUM BOARD MEETING MINUTES**

The Minutes of the August 6, 2019 meeting were approved.

**REGULAR AGENDA**

**4. ITEMS NOT REQUIRING ACTION**

A. Correspondence

None

B. City Council Liaison Comments

Council Member Huitt began by thanking the members of the Board for their service and noting he had several items. First, the Coastal Committee meeting on Pacific Grove's Local Coastal Plan will be happening in the week of November 11, 2019, and city representatives will be in attendance. Secondly, Council Member Huitt also reported that the Pacific Grove Library project continues to proceed well. Additionally the new safety measures at the Museum are almost all in place, the City has approved rental protocols, and Board Member David Laws was commended for his work on the Museum's behalf.

C. Museum Director's Reports for July, August, and September were reviewed. Director Kihs has indicated that requests on the Museum for services vary from month to month, as some requests are consistent and regular, while others are more for a single, stand-alone type of event. In response to a question from Chair Azevedo, Director Kihs noted that a

“few” bird displays have not yet been brought up from the basement. Board Member Laws noted he came across a Museum public “information table” in Monterey and commended Director Kihs for that proactive approach.

D. City Manager Harvey’s comments were limited to a single item, as he reported there is a request to place a permanent display of a poem in the Monarch Sanctuary. This item will appear on the agenda for the February, 2020 meeting.

E. Board Chair Azevedo noted that the members of the community in attendance, and she welcomed them for taking the time and interest to join the Board at this meeting.

**5. REVIEW OF ITEMS OF PREVIOUS MEETING**

None.

**6. UNFINISHED BUSINESS**

None

**7. NEW BUSINESS**

Mayor Peake introduced the new business for the Board’s consideration regarding input from community members that the City and the Board take on increased involvement regarding the Point Pinos Lighthouse. Mayor Peake described the grounds of the lighthouse, noting there are approximately three (3) acres of land which are not part of the golf course. There is a restroom in the gift shop on the grounds, with the gift shop staffed part-time by volunteers from the Public works Department. The two outbuildings are small, built in 2004 and designed to blend with the architecture of the lighthouse itself. Mayor Peake emphasized that the lighthouse is still a functioning lighthouse, and the U.S. Coast Guard has access to the lighthouse to maintain the light. Mayor Peake noted the reason the members of the community had joined the Board at this meeting was a suggestion to modify the lighthouse’s operation. Mayor Peake noted that, at the current time, Public Works makes all decisions regarding the lighthouse, but no city committee or board provides a forum for public input, advice, etc. A number of citizens have asked Mayor Peake about this “oversight,” and this is the issue he would like the Museum Board to consider. There were no questions, so the Board invited the community members who wished to speak to do so. The first speaker was Ken Hinshaw, who observed the need to “facilitate a discussion or review of discussions” on the future care and custodianship of the lighthouse. The second speaker was Robert Frischmuth, who noted he has had significant involvement with the Museum over many years and further noted that the City operated the Museum, and the Museum operated the lighthouse in years gone by. Mr. Frischmuth noted the arrangement “existed and worked very well,” as visitors at the lighthouse were invited and encouraged to also visit the Museum, and staff at the Museum similarly encouraged its visitors to visit the lighthouse.

He concluded by noting that a return to this form of interactive cooperation between the lighthouse and the Museum was something “I certainly recommend.” The third speaker, Mr. Chris Patton, has worked at the Hopkins Institute for forty-one (41) years and has volunteered at the lighthouse for twelve years. Mr. Patton noted that people are disappointed and fairly vocal on-line (via “Google Business”) if the lighthouse is closed and visitors cannot see anything but the exterior of the lighthouse. Mr. Patton said that there is no clear “line of direction” or “permission seeking” for the volunteers working at the Lighthouse. He noted that it is hard for the volunteers to do much because they are not allowed to do much of anything without permission, the origin of which is unclear. Mr. Augie Scornaiechi, the fourth speaker, completely endorsed Mr. Patton’s views, noting he himself has been a lighthouse volunteer for four years. Mr. Scornaiechi also expressed hope that if the Museum Board takes on a role for the lighthouse, a docent liaison would be allowed to facilitate communications between the Board and the lighthouse volunteers. The fifth and final speaker, Mr. Dennis Tarmina, a ten year volunteer at the lighthouse, said it is key that the volunteers and the public at-large have a clear way to express what they would like to experience at the lighthouse, what they think of any given event, display, etc., and generally feel they are being heard. Mr. Tarmina emphasized he was not advocating the Museum/Museum Board assume “day-to-day management,” but rather an improved two-way avenue of communication and cooperation in presenting the Museum and the lighthouse to both locals and visitors. In the ensuing discussion, Board Member Laws said he was not entirely sure how the Museum would or does link to the lighthouse. City Manager Harvey clarified the Museum Board would not have “oversight” via budget control or something along that lines, but more of what Mayor Peake envisions as a “venue” in which those with concerns or ideas about the lighthouse can be most effectively heard. “Oversight,” as envisioned, would be facilitating more effective and clear two-way communication between the lighthouse volunteers and the city/public-at-large. Mayor Peake cited as an example that the Museum Board could have a regular agenda item devoted to the lighthouse so there is a clear avenue of communication. Chair Azevedo noted the Board would be “a stage for discussion,” with which City Manager Harvey agreed. City Manager Harvey went on to say that he and Mayor Peake would work on developing an official motion for the Board to take on the role. Further discussion along that line will also be necessary, and the next question became whether the Museum Board should schedule a special meeting for this purpose or wait until the scheduled regular meeting in February, 2020. Board Member Oder observed that the Board should have a special meeting both to expedite the process and out of respect for the members of the public who felt so strongly on this topic that they came out in a group to address the Board. The other members of the Board concurred, and Chair Azevedo will begin immediately to find a convenient time to hold a special meeting in December in order to address the Board’s lighthouse interface.

**ADJOURNMENT: 6:03 P.M.**

DRAFT ACTION MINUTES  
CITY OF PACIFIC GROVE  
**MUSEUM BOARD**

SPECIAL MEETING  
Tuesday, December 10, 2019 at 5:00 p.m.  
City Manager’s Conference Room—City Hall—300 Forest Avenue, Pacific Grove, CA

**SPECIAL MEETING**

5:06 p.m.

**CALL TO ORDER**

Present: Chair Elayne Azevedo, Secretary Broeck Oder, Board Member David Laws, and Board Member Lisa Max; City Council Liaison Robert Huitt; and Mayor Bill Peake, City Manager Ben Harvey; and fourteen community members.

**A. Proposal for Museum Board to assume responsibility to act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public lighthouse; and to recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the Point Pinos Lighthouse. In meeting these responsibilities, the Museum Board will also serve as a forum for public comment regarding administration and protection of the Point Pinos Lighthouse.**

1. Mayor Peake presented a survey of need and proposed implementation. Approximately 30,000 people visit the Lighthouse annually. The Gift Shop at the Lighthouse is operated by the City of Pacific Grove Public Works Department. Mayor Peake also noted the Pacific Grove Heritage Society has done and continues to do great work for the Lighthouse and is responsible for turning the Lighthouse into the local treasure it is today, down to having created the landscaping at the Lighthouse. Mayor Peake emphasized that none of the above aspects will be affected by the proposal currently under consideration. The proposal is that the Pacific Grove Municipal Code in Article 26, section “C” of the City Charter established and delineated the responsibilities of the Museum Board, and will be modified as follows:

subsection 1 states the Museum Board will “*Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public museum*”; this will be modified by addition of “***a public lighthouse***”; subsection 2 states the Museum Board will “*recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Museum;*” this will be modified by addition of “***the Point Pinos Lighthouse***”; subsection 3 is to remain unchanged. Mayor Peake unequivocally and clearly noted that none of these provisions in the Pacific Grove Municipal Code are being

changed in any way other than the addition of the words *“a public lighthouse”* and *“the Point Pinos Lighthouse.”*

Mayor Peake noted that these minor changes will mean the following:

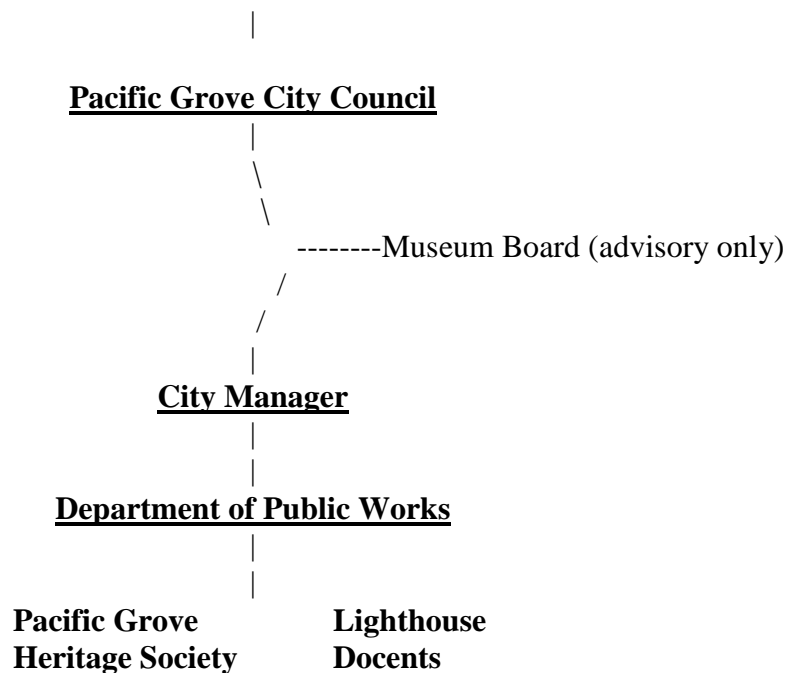
---the Museum Board will provide advice to the City Council and the City Manager on Point Pinos Lighthouse operations, examples of which are hours, exhibits, projects, and maintenance.

---the Museum Board will offer recommendations to the City Council on regulations pertaining to the Point Pinos Lighthouse, examples of which are budget fees, events, and agreements,

---and the Museum Board will serve as an open, public forum for comments from the public.

Mayor Peake emphasized that it should be noted that the Museum Board’s role regarding the Point Pinos Lighthouse will be entirely *advisory*, **not** managerial, and to provide opportunities for all members of the public to comment upon matters pertaining to the Point Pinos Lighthouse. Mayor Peake also noted the “organizational chart” that would go into effect would be modified only by adding the Museum Board as a venue for suggestions/public comment as follows”

**CITIZENS OF PACIFIC GROVE**



Upon conclusion of Mayor Peake’s presentation, Museum Board Chair Elayne Azevedo introduced herself to the community members present, as did each of the other Museum Board Members. Chair Azevedo also noted that Dr. John Pearse is a member of the Museum Board but

could not attend this special meeting. Chair Azevedo then invited representatives of the Public Works department, as well as representatives from the Heritage Society. Upon suggestion from City Manager Harvey, comments were solicited first, with questions to follow. The comments offered:

---one member of the public noted that the Point Pinos Lighthouse is, indeed, a museum.

---another member of the public felt there was some lack of clarity in the diagram.

---a third member of the public expressed a concern over sufficiency of Heritage Society input.

---a fourth member of the public suggested a Point Pinos Lighthouse representative should be considered as a member of the Museum Board.

---a fifth member of the public noted the diagram does not show the Museum Board directly connected to the Point Pinos Lighthouse.

---a sixth member of the public felt this was a great idea deserving implementation.

The members of the Museum Board were invited to comment, and Board Member Laws inquired about “interpretation. Chair Azevedo deferred to Mayor Peake, who noted that four years previously, a consulting firm was hired to propose interpretation (i.e., “layout”) for the Point Pinos Lighthouse. Mayor Peake also noted that the Heritage Society is responsible for displays (content and construction) at the Point Pinos Lighthouse; “ownership” of any specific item depends on whether the item has been loaned to the Point Pinos Lighthouse, or belongs to the Point Pinos Lighthouse collection, or belongs to the Museum of Natural History collection. Member Laws suggested that representatives from the Heritage Society and Public Works should attend Museum Board meetings when such things are to be discussed. City Manager Harvey noted that Chair Azevedo is empowered to hold more regular meetings on special topics such as Member Laws referenced, or she could schedule a special meeting when appropriate, as the Chair has authority to set the agenda for any meeting. City Manager Harvey also indicated city staff are ready and willing to help in this realm. City Manager Harvey also noted that if the Museum Board would like to receive quarterly reports regarding the Point Pinos Lighthouse he would be happy to work with the Heritage Society and Public Works to produce such reports. Chair Azevedo highlighted that the purpose and activities of the Museum of Natural History and the Point Pinos Lighthouse are similar and can be merged effectively. She also again emphasized that the Museum Board is an advisory group, not policy-creating group, and in that regard is similar to all the other various boards serving the city.

The president of the Heritage Society indicated that they society unanimously recommends renewal of a service contract with the current contractor serving the Point Pinos Lighthouse. Chair Azevedo noted that the City Charter establishes membership on the Museum Board as five members; the Board currently has one opening and encouraged applications from the Point Pinos Lighthouse groups.



City Manager Harvey suggested the Museum Board might want to consider a motion to take on the Point Pinos Lighthouse, and Chair Azevedo asked for a motion. Member Oder made the motion for the Museum Board to assume the responsibility outlined in this meeting; Member Max seconded, and the Museum Board members voted unanimously to approve. The proposal as discussed at this meeting will be forwarded to the City Council with the Museum Board's unanimous recommendation. City Manager Harvey offered the assistance of city staff to help the board decide upon the agenda placement of Point Pinos Lighthouse matters, and reaffirmed Chair Azevedo's significant authority to establish how the Board proceeds.

None present at the meeting had any further comments or questions, and Chair Azevedo declared the meeting adjourned.

**ADJOURNMENT: 5:55 P.M.**

# 2019 Annual Report to the City Council Museum Board - Draft

## SUMMARY

Overall, during 2019, the Museum Board fulfilled its responsibilities as approved by the City Council on September 7, 2011.

- 1) Ensure the Museum serves to benefit the city as a whole, its natural environment, its citizens, and visitors;
- 2) Advise the city Council and City Manager on matters relating to the Museum;
- 3) Serve as an informational conduit between the public and the city on matters related to the Museum;
- 4) Coordinate activities with other appropriate city advisory boards, committees, and commissions on matters of mutual concern; and
- 5) Perform such other duties relating to the Museum as the council may require by ordinance, resolution, or minute action.

## DETAILS

### **The Board carried out the following goals for 2019 that were set on November 9, 2016:**

- 1) Meet quarterly at 5 pm Tuesdays of February, May, August and November. Meetings were changed to the first Tuesday with location in the chamber council starting August.
- 2) Review all reports required by the Lease and Operating Agreement and make comments to the City Council regarding content of those reports.
- 3) Notify the City Council of any significant compliance issues with the Lease and Operating Agreement or any other activities, such as accession and de-accession of items from the collection, that require their approval.
- 4) Review an annual summary report of performance metrics on behalf of the public and notify the City Council of any significant indicators of trends or changes.
- 5) Review a report on collection care in order to assess its progress toward goals and maintenance of processes.

### **The Board met these goals as summarized below:**

- 1) Board meeting schedule and attendance in 2019: (\* Special Meeting)

MEMBERS	Feb. 12	May 14	Aug 6	Nov. 5	*Dec. 10
E. Azevedo, Chair	x	x	x	x	x
J. Pearse, V. Chair	x	x	x	x	x
B. Oder, Secretary	x	x	x	x	x

MEMBERS	Feb. 12	May 14	Aug 6	Nov. 5	*Dec. 10
M. Crawford	x				
D. Laws	x		x	x	x
L. Max		x	x	x	x
<b>CITY &amp; MUSEUM REPS.</b>					
B. Harvey, City Manager		x	x	x	x
R. Huitt, Council Liaison	x	x	x	x	x
J. Kihs, Exec. Director	x	x		x	
J. Govea, Dir. Exhibits and Ed.	x	x	x		
B. Peake, Mayor			x	x	x
H. Quinn, Asst. City Attorney			x		
<b>PUBLIC ATTENDEES</b>					
R. Frischmuth				x	
K. Hinshaw				x	
C. Patton				x	
A. Scornaiechi				x	
D. Tarmina				x	
					14 members

**2) Decisions and actions in support of the Board’s responsibilities and goals:**

1. **Planning.** The Board approved a planning calendar for annual activities in 2019 at their February meeting.
2. **Museum Board Report.** The report of the Museum Board’s activities for 2018 was approved at the February meeting.
3. **Review of Reports Provided by the Museum.** In support of its responsibility to receive and review reports provided by the Museum as specified by the Lease and Operating Agreement: (1) the monthly Director’s Reports from October 2018-September 2019 (three months each meeting). Attendance was up many months. Board Members complimented the Museum for their expanded community outreach. Executive Director Kihs announced that starting Memorial Day, the Museum’s hours would be 7 days a week, open from 10 AM to 7 PM during summer months. The Board commented on the benefit of being open on Monday’s for Farmer’s Market. (2) The Audited Financials for 2017-18 were reviewed (May). The Board commented on the report’s thoroughness. The Business & Fund Development Plan for 2019-2020 was presented (August).
4. **Review of Reports Provided by the City.** In support of its responsibility to receive and review reports provided by the City as specified by the Lease and

Operating Agreement, the Board received and reviewed the City's annual Facilities Maintenance Plan in November.

5. **Museum Performance Metrics.** Board reviewed annual Performance Metrics (statistics) for 2018-19 year prepared by Executive Director Kihs in November.
6. **Exhibits.** The Board reviewed the Exhibits Plan for 2019-20 in August. Executive Director Kihs announced the Bird Gallery would be closing August 1 for renovation; slated floor, paint, A/V update, and children's interactives. A Grand Opening for the new Bird Gallery was held August 28, 2019.
7. **Collection Care.** Board reviewed and approved the annual Collection Care Report in November.
8. **Additional items:**
  - a) The City's new 'Boards, Committees and Commissions Handbook' was reviewed in May and a discussion/question presentation was led by Assistant City Attorney Heidi Quinn in August.
  - b) Council Liaison Huitt thanked Board Members for their service and reported about installation of a restroom and improved pathways at the Monarch Sanctuary in August.
  - c) Museum emergency preparedness and new safety measures were discussed by Council Liaison Huitt at the November meeting.
  - d) At the November Meeting Mayor Peake introduced for consideration that the Museum Board assume responsibility for Point Pinos Lighthouse. A presentation and references were provided. Comments by community members and Board followed. A Special Meeting was held in December to continue the discussion and a motion was unanimously passed with the recommendation to be forwarded to City Council.

***Respectfully submitted,***

Elayne Azevedo

David Laws

Lisa Max

Broeck Oder

John Pearse

## Museum Board Planning Calendar for 2020

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	Feb 4	May 5	Aug 4	Nov 3
Director's Reports	x	x	x	x
Officer Election	x			
Annual Report 2019	x			
Audited Financials 2017-18		x		
Business & Fund Development Plan			x	
Collections Care Report				x
Exhibits Plan			x	
City's Facility Maintenance Plan				x
Performance Metrics				x
Planning Calendar				x