

# *Mendocino County Museum*

## **MENDOCINO ADVISORY BOARD**

### **September 10, 2018 Minutes**

#### **Members Present:**

**Roger Krueger**, Mendocino County Historical Society Representative

**Troy James**, Roots of Motive Power Representative

**Rebecca Montes**, Mendocino College Representative, Museum Advisory Board Chair

**Brent Walker**, Third District Representative

**Jim Eddie**, First District Representative

**Rick Martin**, Fourth District Representative

#### **Guests**

**Karen Horner**, Cultural Services Director

**Sarah Dukett**, CEO office

**Karen Mattson**, Museum Curator

**Mike Adair**, Reporter

#### **Meeting called to order at 10:01**

**Motion to approve consent agenda:** Troy James made a motion, seconded by Roger Kruger

**Board voted to accept past minutes:** all in favor

**Public Expression:** No Public Expression

**Welcome New Board Members:** Rebecca Montes welcomed new Board Members Brent Walker and Rick Martin and thanked them.

**Museum Director's Report:** Karen Horner stated that ordinarily she would provide two months' worth of reports but since they just had a meeting she would be updating the board on the past month. Horner reported that the, "Art Remembered," exhibit was taken down to prepare for the next exhibit which would be, "Out of the Ashes." She explained this exhibit was a local art exhibit about healing from the 2017 fires. There is a lot of behind the scenes clean up going on as well. The Creamery received a face lift and they would be adding an interactive component to it soon. Horner announced that she had hired a Program Administrator: Megan Dukett who will be starting work on September 24<sup>th</sup>. Megan Dukett has been employed at Mission San Juan Capistrano for a number of years and has experience working for the National Parks Service. She will be overseeing the daily operations of the Museum and working with Curator, Karen Mattson to develop exhibits. Roger, asked if part of her time would be dedicated to Parks. Horner responded, "yes," but mainly for the museum right now since the parks will be

undergoing a “Needs Assessment.” Roger Kruger also asked if the museum office would be the site of the CSA. Karen responded that that was not the plan at this time. Sarah Dukett stated that Facilities were working on options and that within the next three months they hoped to have a site worked out.

Karen Horner asked Karen Mattson to give a detailed Collections report. Karen described the various projects including an update on freezing textiles, new Quilt Rack, the new Art storage system, and measures taken to put away the “Art Remembered” exhibit with proper care and documentation. She elaborated on the Creamery Exhibit update, explaining that there had been a plan in place in the past to create a “hands on” component for this exhibits and that it was decided to carry out the plans for continuity and to eliminate any concerns that Creamery was being removed. Jim Eddie shared that there should be steps taken to promote more people enjoying and attending the museum.

**Unfinished Business-Policy update:** Rebecca Montes asks Karen Horner for a Policy Update. Karen said that while they have examples of past policies and examples of how things should be done; they had decided to wait until the new Program Administrator came on board to begin to write a draft. Horner asked Karen Mattson to discuss handouts she had prepared for the meeting. Karen Mattson explained that she had scanned versions of 3 past policies only one that had been approved by the governing authority. Mattson also had three professional evaluations of the Museum collections from previous years and a copy of the STEPS program. Mattson stated that with all of these documents there was already a long list of work identified that needed to be done. She added that the STEPS program was critical to helping the board understand what levels of standards the museum was reaching and that in order to get grants the Museum needs to be able to demonstrate that we are working to meet standards and goals. Sarah Dukett added that there would be possible grants out in 2019 and 2020 and she would not want the museum to miss the opportunity to be eligible. She advised the Board to do the STEPS program. Karen Mattson offered as a suggestion that one or two Board members work with her to fill out the STEPS and that a completed version should be shared with the board so that it can be used when discussing the museum and policies.

Rebecca Montes asked how the Board could help. It was agreed that having the STEPS completed would be good. Brent Walker volunteered to assist this week and through email. Rebeca Montes agreed to meet with Karen Mattson in two weeks to go over the questions as well. Karen Horner stated that she wants the Policies done by December. Karen Horner will email polices and STEPS program to the board.

**New Business:**

Rebecca Montes stated that a Vision for the Museum would fall under Policies. She asked Karen Horner for a 6-12 month Plan for the Museum.

Karen shared:

**September 24<sup>th</sup>** the “Out of the Ashes” exhibit would begin to get installed

**October:** The Museum and Library would partner to provide museum programs that tie to the Out of the Ashes Exhibit and the Big Read

**November:** Vintage Toys, an annual exhibit would be installed

**January:** Whitney exhibit installed

**April:** World War 1 NARA traveling 7 week exhibit would be installed and highlight our local collection.

Karen Horner also stated that the museum would host Disaster *Preparedness* training on September 21<sup>st</sup>. Many people from the area would be attending.

Rebecca Montes asked if anything would be going on for *Veteran's Day*. Karen Horner Responded that the museum would be working to support Dennis Minor and his plans and that next year we hope to have a more programing for this event.

Karen Horner stated that this fall the History Alive Program would be traveling to schools.

Discussion of joint LAB/MAB: Rebecca Montes stated that Marc Comer had invited the MAB to be part of a joint meeting with the Library and the Board of Supervisors. Montes said she could not proceed without the HABS approval. Montes asked the board to address three questions 1. Are we interested in joining in on this? 2. Would we want to have our own? 3. Do we want to pass for now? Sarah Dukett reminded the MAB that that the Board of Supervisors are three months out and that whatever they decided, they would need to plan ahead and work with Karen Horner if they would like to be scheduled for a meeting with the BOS. Also it would likely not be until 2019. Troy wanted to know if we were already passed all that. If it was going to be a conversation that is one thing but, we are what we are. I want to move on. Roger Kruger felt we are pass the issues and does not want to support a rant, that it does not seem productive. Rebecca said that it might be best to wait until after the Program Administrator came on board and if in the future they had concerns that needed to be addressed they could request a meeting at that time. Roger said, Carrie Brown made it clear talking to the Board is for policies and right now we don't have any. Until we get our Policies and Procedures Manual done there is no need to talk to the Board.

Rebecca stated the next meeting would have to be on November 5<sup>th</sup> due to Veterans Day. She asked if one meeting was enough to discuss the Policies. Karen Mattson suggested they identify which polices would be written. It was decided that the Board would focus on: Mission statement, Vision statement, Ethics Policy, Collections Policy and a Disaster Preparedness Policy.

The Board discussed having an additional meeting in December.

**The Meeting was adjourned at 11:33**

**Next Meeting: November 5<sup>th</sup> at 10:00**