



Museum Board Memorandum

City of Arts & Innovation

TO: METROPOLITAN MUSEUM BOARD **DATE: JUNE 13, 2018**

FROM: MUSEUM DEPARTMENT **WARDS: ALL**

SUBJECT: DIRECTOR'S UPDATE REGARDING ADMINISTRATION AND BUDGET, STAFFING, COLLECTIONS, FACILITIES, MAIN MUSEUM RENOVATION, EXHIBITIONS AND PROGRAMS, AND COMMUNITY ENGAGEMENT

ISSUE

Receive the Director's report on administration and budget, staffing, collections, facilities, renovation of the Main Museum, exhibitions and programs, and community engagement.

RECOMMENDATIONS

Receive and file Director's update on administration and budget, staffing, collections, facilities, renovation of the Main Museum, exhibitions and programs, and community engagement.

DISCUSSION

Administration and Budget

The Museum presented its Fiscal Year 2018-2020 Biennial Budget proposal to City Council on May 8, 2018. City Council's adoption of all departments' budgets is scheduled for June 12, 2018.

Staffing

Interviews are complete for the position of Curator of Historic Structures, and the position is expected to be filled by June 30, 2018. Draft position descriptions for two new positions are currently under review by Human Resources. These two positions address core collections and curatorial needs, and are a step toward achieving an updated staff configuration that will meet the full range of skills the Museum requires. Staff visited the Bowers Museum in Santa Ana on a fact-finding and benchmarking trip to meet with our counterparts.

Collections

The relocation of the Museum's permanent collections from the downtown site to the secure offsite locations continues. Bids are in for two lots of storage equipment (cabinets and compactor racking), and staff are working through the necessary steps with all affected City departments and City Council for this and an additional array of shelving and compactor units. Delivery and installation of cabinetry are expected during early fall 2018.

A rewrite of the Collections Development Plan and Collections Management Policies continues. Also under way are an internal review of procedures, development of new environmental monitoring and tracking tools, preparation of object processing checklists, research on versatile collections management software, and identification of objects in the collection that require prioritized recordkeeping or stewardship attention. Staff are also examining long-term loans out in the community and updating loan status and documents.

Recommendations for deaccession will continue to come to the Board regularly as staff identify objects that fall outside the Museum's mission or outside other defined collecting parameters. To the extent that these objects, once deaccessioned, are sold, a new fund has been established with the City's Finance Department that isolates proceeds of sale, restricting the use of such funds to future acquisitions at the Museum's direction.

Facilities

Museum staff have received the engineers' assessment report on Harada House. The next steps are examination of this report by a historic preservation architect, development of updated cost estimates for restoration, and integration of these costs into the Harada House Foundation's fundraising strategy.

Heritage House and Robinson House will undergo termite treatment in late June. The gas used has been determined to be safe for the collections in Heritage House, but staff will encapsulate or temporarily remove selected objects as an additional precaution.

Main Museum Renovation

Renovation and expansion planning for the Main Museum continues. Anticipated issuance of the Request for Proposal (RFP) for an architect has been adjusted to early summer. At a special meeting of the Cultural Heritage Board, scheduled for May 30, 2018, and a Town Hall meeting, scheduled for June 21, 2018, the Museum Director will share preliminary plans and receive additional public input about the Museum's impending renovation and expansion project, and describe the features that will be necessary for the Museum to serve Riverside audiences exceptionally in the future.

Exhibitions and Programs

Programs and events undertaken recently included the downtown Insect Fair (substantially organized by the Arts & Culture division of Economic Development) and the Ice Cream Social at Heritage House (substantially organized by the Riverside Museum Associates). Both events were well attended and deemed successful.

Martin Sanchez's sculpture *Pretty Lady* continues her peregrinations to sites around the city in conjunction with the exhibition *Uncovering Ancient Mexico: The Mystery of Tlatilco*, which is on view at the Riverside Art Museum through December 30, 2018.

Community Engagement

Since beginning her duties on December 20, 2017, the Museum Director has held over seventy (70) individual and group meetings with community leaders as well as neighborhood and community organizations. The goal has been to gather a broad range of perspectives regarding museum exhibitions and other programming (post-reopening) and to explore the potential for

productive future collaborations (for example, program partnerships, consulting curators, marketing alliances, and internships). This process has been, and continues to be, illuminating, and a summary of findings to date will appear shortly on the Museum's website.

FISCAL IMPACT

There is no fiscal impact associated with this report.

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