

## **METROPOLITAN MUSEUM BOARD MINUTES**

**September 13, 2017**

### **Riverside Metropolitan Museum**

3580 Mission Inn Avenue ~ Riverside, CA 92501

#### **Board Members Present**

Elio Palacios, Jr., Chair  
Mary Hughes, Vice Chair  
Todd Carpenter  
Bergis Jules  
Rose Monge  
Chuck Wilson  
Dawn Gleason

#### **City Staff Present**

Alex Nguyen, Asst. City Mgr/Acting Museum Director  
Ann Lovell, Senior Administrative Analyst  
Brenda Focht, Museum Curator  
Toni Kinsman, Senior Office Specialist  
Lauren Sanchez, Deputy City Attorney

#### **Absent**

Holly Evans

#### **CALL TO ORDER**

The meeting was called to order at 4:00pm.

#### **Item 1. Approval of Minutes- August 9, 2017**

The minutes were approved as written.

Motion: C. Wilson

Second: M. Hughes

Ayes: All

#### **BOARD CHAIR REPORT**

Chair Palacios thanked the Board for their participation on the Board.

#### **REPORT ON MUSEUM OPERATIONS**

**Item 2.** Museum Director search update- Museum Management Consultants is currently vetting their finalists and will review their shortlist with the City Manager's office the week of September 18, 2017. The next step after that will be to schedule and conduct the interviews.

**Item 3.** Report on leadership visit to the Missouri History Museum will be on the October 2017 Board Agenda.

#### **DISCUSSION/ACTION ITEMS**

##### **Item 4. Update on Proposed Volunteer Docent Program**

The criteria for the proposed Saturday docent program was posted on the Museum's website and at end of the business day September 1, 2017, there were 77 applicants. Museum staff will be scheduling interviews as the next step of the process.

##### **Item 5. Update on Riverside Metropolitan Museum Archives**

The American Alliance of Museums re-accreditation report stated that collections stored in the basement needed to be relocated. Archives are currently stored in the basement and plans are in place to move the archival collection out of the basement. Board member B. Jules is assisting

with the initial survey of the collections to identify and organize the boxes. The Museum has currently identified approximately 100 archival collections so far in the initial surveying. To make temporary space for the Archives at the storage facility, all items that are not Museum objects or not collections materials will be relocated to their appropriate City department or to the Main Museum. Museum staff will prepare an inventory report in the next few months. Acting Director Nguyen requested that B. Jules train Museum Curators on the Archives inventory. Museum staff will be focusing on specific goals over the next 3 months with large goals set for months 4 to 6.

**Item 6. Determine Whether Museum Board Absences for the August 9, 2017 Board Meeting Should be Recorded as Excused or Unexcused.**

The absences were motioned as excused.

Motion: M. Hughes

Second: C. Wilson

Ayes: All

**COMMITTEE REPORTS** *(written reports are requested for each Committee update)*

**Item 7. FY 2017/18 Monthly Budget Update**

A written report was submitted for Board review and will now appear monthly versus quarterly. The Museum budget is currently underspent but some large projects are still in progress like the Harada engineering project. Also, underspending will allow the Museum to attain its managed savings target by end of fiscal year. Finance is still in the process of closing out the Fiscal Year 2016-17 budget.

**Item 8. RMM Board Harada House Project Committee**

C. Wilson reported that no August meeting was held and the next meeting will be September 15<sup>th</sup>. The structural engineer working on the Harada House will give a presentation at the October Metropolitan Museum Board meeting. The structural assessment plan has been completed. The next phase which involves bids from contractors to open the siding and assess internal conditions. This will allow the structural engineer to create a report on the findings. The goal for 2018 is to have a minimum cost estimate to stabilize the Harada House and address issues with the foundation.

**Item 9. RMM Collections Committee**

The Collections meeting was held prior to the Metropolitan Museum Board meeting. Minutes from August and September will be presented for the October Board meeting.

**Item 10. RMM Exhibitions Committee**

B. Focht, D. Gleason and M. Hughes will meet at the end of September.

**Item 11. Riverside Museum Associates (RMA)**

The RMA will have their monthly meetings at City Hall in the Mayor's Ceremonial Room through June 2018. M. Hughes is the Museum Board representative for the RMA Board. The RMA Volunteer Luncheon will be held Tuesday September 19<sup>th</sup>. The Multicultural Council Day

of Inclusion event will be Sunday, December 17<sup>th</sup> with a focus on Harada House. Naomi Harada will be a guest of honor for the event.

**BOARD MEMBER COMMUNICATIONS**

**Item 12. Public Comment Period**

Roy van de Hoek- spoke about the Edmund Jaeger collection at the Museum

**Item 13. Brief reports on conferences, seminars, and meetings attended by Riverside Metropolitan Museum Board Members-** none at this time.

**Item 14. Items for future Riverside Metropolitan Museum Board consideration as requested by Board members.**

C. Wilson requested the following topics for the October Board Meeting:

1. Museum landscaping update.
2. Frequency of Collections reports going to City Council.
3. Plans for Museum renovation & expansion and if it relates to past expansion plans for the rear of the building.
4. Inventory update.
5. Monthly reports on what staff are working on.

Acting Director Nguyen stated that staff will not be providing such monthly reports as they would not be a good use of staff time and the request crosses the line of micromanagement which is outside the board's role.

Board Member Wilson requested that the minutes show the Acting Director "refused" to provide monthly reports on what staff are working on.

Acting Director Nguyen confirmed that the inventory report and other written staff reports will be brought to the Museum Board as updates are available.

**Item 15. Adjournment-** the meeting adjourned at 5:13pm.