



Mendocino County Museum

MUSEUM ADVISORY BOARD

400 East Commercial Street ♦ Willits, CA 95490
(707) 459-2736 ♦ www.mendocinocounty.org/museum

Notice of Meeting

NOTICE IS HEREBY GIVEN that the Mendocino County Museum Advisory Board (“MAB”) will hold its regular Board Meeting at:

9:30 A.M. – Wednesday, January 11, 2023

Via Zoom/IN PERSON

Following the Public Health Officer recommendation of September 29, 2021 for public bodies to meet remotely, the October 12th, 2022 Museum Advisory Board meeting will be held as a hybrid meeting via Zoom and in-person. The public may participate by attending in person or by joining the meeting using the link provided or by sending comments to museum@mendocinocounty.org. All email comments must be received by 8:00 a.m. the morning of the meeting in order to be published online prior to the meeting. Join the meeting using the following link:

<https://mendocinocounty.zoom.us/j/89134173630?pwd=Y1NiVkdwV2tubnhCbJJQemhGNkdVdz09>

Meeting ID: 891 3417 3630
Passcode: 460423
Call to Join: 1 669 900 9128

AGENDA

1. Call to Order
2. Roll Call
3. Resolution to Authorize Teleconference Meetings (as applicable for Zoom attendees)
4. Consent Items
 - a) Approval of the Minutes of Previous Meeting(s)
5. Public Expression

Note: The MAB welcomes public participation at its meetings. Items can be added to the official agenda up to 72 hours prior to the meeting. Members of the public are welcome to address the Museum Advisory Board on items not listed on the agenda and within the jurisdiction of the Committee. The Board is prohibited by law from taking action on matters not on the agenda but may ask questions to clarify the speaker's comment and/or briefly answer questions. The Board

limits testimony on matters not on the agenda to 3 minutes per person and not more than 10 minutes for a particular subject.

6. Museum Administrator's Report
 - a) Past Events
 - c) New Exhibits and Upcoming Programs
 - d) Budget Update

7. Old Business
 - a) Roots MOU
 - b) Strategic Planning Committee

8. New Business
 - a) Elections
 - b) Museum Survey
 - c) Community Engagement opportunities
 - d) Friends Update
 - e) Select 2023 MAB Meeting dates

9. Scheduling next meeting

10. Adjournment

Attachments:

- A. Remote Teleconference Meeting Resolution
- B. Health Officer Recommendation re: Remote Public Meetings
- C. MAB Draft Minutes 10.12.2022
- D. Museum Administrator's Report
- E. Year to Date Budget



Mendocino County Museum

MUSEUM ADVISORY BOARD

400 East Commercial Street ♦ Willits, CA 95490
(707) 459-2736 ♦ www.mendocinocounty.org/museum

Americans with Disabilities Act (ADA) Compliance

County of Mendocino complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact (707) 459-2736 at least five days prior to the meeting.

**RESOLUTION OF THE MUSEUM ADVISORY BOARD
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE MUSEUM ADVISORY
BOARD
PURSUANT TO THE RALPH M. BROWN ACT**

WHEREAS, all meetings of the **Museum Advisory Board** and its legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§ 54950 – 54963), so that any member of the public may attend, participate, and view the legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency declaring a state of emergency exists due to the outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), pursuant to the California Emergency Services Act (Government Code section 8625) and that State of Emergency is still in effect in the State of California; and,

WHEREAS, as of the date of this Resolution, neither the Governor nor the state Legislature have exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution the state Legislature; and,

WHEREAS, the California Department of Industrial Relations has issued regulations related to COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of Regulations, Section 3205(c)(5)(D) specifically recommends physical (social) distancing as one of the measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel more than six feet, especially indoors; and,

WHEREAS, the Mendocino County Public Health Officer continues to recommend teleconferencing during public meetings of all legislative bodies to protect the community's health against the spread of COVID-19; and

WHEREAS, the **Museum Advisory Board** finds that state or local officials have imposed or recommended measures to promote social distancing based on the Mendocino County Public Health Officer recommendation and the California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(c)(5)(D); and,

WHEREAS, as a consequence, the **Museum Advisory Board** does hereby find that current conditions meet the circumstances set for in Government Code section 54953(e)(3) to allow this legislative body to conduct its meetings by teleconferencing without compliance with Government Code section 54953 (b)(3), pursuant to Section 54953(e), and that such legislative body shall comply with the requirements to provide the public with access to the meetings as prescribed by Government Code section 54953(e)(2) to ensure the public can safely participate in and observe local government meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE **Museum Advisory Board** as follows:

Section 1. Recitals. All of the above recitals are true and correct and are incorporated into this Resolution by this reference.

Section 2. Current Conditions Authorize Teleconference Public Meetings of Legislative Bodies. Based on the California Governor's continued declaration of a State of Emergency, the Mendocino County Public Health Officer's recommendation to continue teleconferencing, and the regulations issued by the California Department of Industrial Relations, the **Museum Advisory Board** finds that the conditions continue to exist pursuant to Government Code section 54953(e)(3) to allow legislative bodies to use teleconferencing to hold public meetings in accordance with Government Code section 54953(e)(2) to ensure members of the public have continued access to safely observe and participate in local government meetings.

Section 3. Remote Teleconference Meetings. The **Museum Advisory Board** is hereby authorized to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e)(2) and other applicable provisions of the Brown Act.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution introduced by _____, seconded by _____, and carried this _____ of _____ 2021, by the **Museum Advisory Board**, by the following vote:

AYES:

NO:

ABSENT:

ABSTAIN:

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.



**Public Health Department
of Mendocino County**

Healthy People, Healthy Communities

Andy Coren, MD, County Health Officer



Recommendation Regarding Continued Remote Public Meetings of Governmental Bodies

September 29, 2021

In light of the continued state of emergency related to COVID-19, as the County Health Officer, I recommend that public bodies continue to meet remotely to the extent possible.

This recommendation is made due to the continued threat of COVID-19 to this community with the ongoing surge in cases and deaths experienced since the Labor Day holiday, the current county vaccination rate, and a concern for continued risk during the upcoming holidays. Additionally, I make this recommendation based on the unique characteristics of public governmental meetings (such as the increased mixing associated with bringing people together from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in such governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings), and the continued increased safety protection that physical/social distancing provides as one means by which to reduce the risk of COVID-19 transmission.

Therefore, I strongly recommend teleconferencing through online meetings as this type of meeting presents the lowest risk of transmission of SARS-CoV-2, and allows for the participation of the community, local agency staff, presenters, and local agency governing bodies in a safe environment, with no risk of contagion.

I will continue to evaluate this recommendation on an ongoing basis, paying particular attention to the pandemic stage of our community. I will communicate when there is no longer such a recommendation with respect to meetings for public bodies.

A handwritten signature in blue ink, appearing to read "Howard A. Coren, M.D.", written over a horizontal line.

Dr. Howard A. Coren, M.D.,
Mendocino County Health Officer

Dated: September 29, 2021

Mendocino County Museum

ADVISORY BOARD

October 12, 2022, Minutes - Unapproved

Museum Advisory Board Members:

Brent Walker, Third District Representative, Museum Advisory Board Chair

Rebecca Montes, Mendocino College Representative, Museum Advisory Board Vice-Chair

David Poma, Historical Society of Mendocino County Representative

Greta Kanne, City of Willits Representative

Bruce Patterson, Roots of Motive Power Representative

Jim Eddie, First District Representative

Neeka Aguirre, Second District Representative

Deb Fader-Samson, CSA Director

Vacancy, Fourth District Representative

Vacancy, Fifth District Representative

Guests:

Karen Mattson, Museum Administrator

Lindsey Dick, Museum Curator

1. **Meeting Called to Order:** 9:33 a.m.
2. **Roll Call:** Rebecca Montes, Greta Kanne, David Poma and Brent Walker, Neeka Aguirre, Bruce Patterson, Deb Fader. Jim Eddie arrived at 9:52
3. **Resolution to Authorize Teleconference Meetings**
Rebecca Montes made a motion to accept the resolution. Neeka Aguirre seconded the motion. The motion passed unanimously.
4. **Consent Items--Motion to Approve Minutes of Previous Meeting:** Neeka Aguirre, made a motion to approve the minutes. Bruce Patterson seconded the motion. The motion passed unanimously.
5. **Public Expression: N/A**
6. **Museum Report:**
 - a) Karen Mattson shared the success of the printmaking workshops and events and the Nuestra Alianza opening.
 - b) Karen Mattson shared plans for the cemetery tour, Stone Stories and the traveling exhibit coming in the spring, Gadgets Galore.

- c) Karen Mattson pointed out that a larger check was requested from the museum endowment fund this year. This same sum will not be available next year. A discussion ensued about fundraising ideas. Karen Mattson suggested that the Friends of the Museum hold an open meeting where fundraising ideas can be discussed and organized. Jim Eddie suggested looking for more ways to advertise the museum such as the Pennysaver or other free publications.

7. Old Business

- a) Roots Update: Deb shared that the MOU had been sent to County Counsel and had not heard back. Deb will follow up to determine the status.
- b) Strategic Planning: Rebecca Montes reported that Director of the West Company presented at the last meeting. Ideas and strategies for marketing and outreach were shared as well as the need for identifying demographics and how to connect with our audience.

8.

- a) Brent Walker reminded everyone that they are invited to submit new business they would like to address for the MAB agenda by email.
- b) Brent Walker asked the group for feedback as to when to hold the next meeting. Brent shared that a meeting needed to be held prior to January so that officer could be elected. Greta shared she would try to identify a designee to take her place as she would not be available. A meeting date of November 30th was identified.

- 9.** Next Meeting will be held November 30th at 11:00. The meeting will be a hybrid meeting accessible via zoom and in person in the Wonacott Room at 400 East commercial street.

- 10.** Meeting Adjourned at 10:39 am.

MUSEUM REPORT

November 23rd, 2022

What is happening at the Museum?

- The Stone Stories event held at the Little Lake Cemetery in October was a success with over fifty community members in attendance. Plans are in the works to offer a similar program next year.



- The MCRCD have moved into the museum interactive room. An article about their new satellite location at the museum will be featured in the upcoming Willits Weekly.
- Museum Staff have enjoyed providing in-person school tours again and welcomed the third-grade students from Blosser Elementary to visit the Nuestra Alianza exhibit.
- The Museum held open hours and free admission in honor of Veterans Day. Over forty people visited the museum.



History Makers

- Inspired by our festive pop-up exhibit, *Correspondence A Gift for All Seasons*, December's History Makers will explore the tradition of letter writing. Staff will read stories, share letters, and post cards from the Museum Collection followed by a take-and-make greeting card activity. Participants are also invited to use our old-fashioned typewriter or try their hand at using a quill and ink.

History Makers Program Dates December 2022:

- Saturday December 4, 11:00 - 3:00 pm - Extended hours for Roots of Motive Power Holiday Express
- Wednesday December 7, 1:00 – 3:00 pm
- Wednesday December 14, 1:00 – 3:00 pm
- Wednesday December 21, 1:00 – 3:00 pm



- The Museum will be decorated in festive lights for all to enjoy from December 3rd Through January 5th.
- The museum staff looks forward to a new author series featuring local author Kim Bancroft to kick off the new year.

MENDOCINO COUNTY MUSEUM PRESENTS

TELLING YOUR STORY LEGACY & MEMOIR



WITH GUEST AUTHOR KIM BANCROFT

Saturday January 21st, 1-3 pm

WRITING
THEMSELVES

MU FY 22/23 BUDGET

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD 11/23/22	AVAILABLE BUDGET	% USED	Notes
824200	RENTS & CONCESSIONS	-25,000	-25,000	-8,071.46	-16,929	32%	
826390	OTHER CHARGES	-2,000	-2,000	-926.40	-1,074	46%	Gift Store Sales
827700	OTHER	-11,000	-11,000	-3,292.70	-7,707	30%	Admission & Fees
REVENUE TOTAL		-38,000	-38,000	-12,291	-25,709		
827707	DONATION	-20,500	-20,500	-12,761.23	-7,739	62%	
861011	REGULAR EMPLOYEES	218,448	218,448	75,196.36	143,252	34%	
861012	EXTRA HELP	15,000	15,000	6,392.51	8,607	43%	
861013	OVERTIME REG EMP	2,500	2,500	218.58	2,281	87%	
861021	CO CONT TO RETIREMENT	79,159	79,159	25,034.07	54,125	32%	
861022	CO CONT TO OASDI	13,331	13,331	4,230.60	9,100	32%	
861023	CO CONT TO OASDI-MEDIC	3,117	3,117	1,170.73	1,946	38%	
861024	CO CONT TO RET INCREMENT	3,771	3,771	1,343.43	2,428	36%	
861030	CO CONT TO EMPLOYEE INSURANCE	11,844	11,844	6,422.44	5,422	54%	
861031	CO CONT UNEMPLOYMENT INSURANCE	134	134	134.00	0	100%	
861035	CO CONT WORKERS COMPENSATION I	165	165	165.00	0	100%	
SALARY & BENEFITS TOTAL		326,969	326,969	107,546	219,423		
862060	COMMUNICATIONS	350	350	479.62	-130	137%	
862062	COMM MICROWAVE	1,056	1,056	1,056.17	0	100%	
862090	HOUSEHOLD EXPENSE	4,000	4,000	408.13	3,592	10%	
862101	INSURANCE-GENERAL	46,844	46,844	46,844.00	0	100%	
862150	MEMBERSHIPS	100	100	0.00	100	0%	
862170	OFFICE EXPENSE	1,800	1,800	1,725.89	74	96%	
862189	PROF & SPEC SVCS-OTHR	1,800	1,800	0.00	1,800	0%	
862230	INFO TECH EQUIP	12,831	12,831	12,830.73	0	100%	
862239	SPEC DEPT EXP	10,000	10,000	2,833.08	7,167	28%	
862250	TRNSPRTATION & TRAVEL	250	250	75.69	174	30%	
862260	UTILITIES	46,800	46,800	12,206.69	34,593	26%	
EXPENSES TOTAL		125,831	125,831	78,460	47,371		
Revenue Total		-58,500	-58,500	-25,051.79	-33,448	43%	
Expense Total		473,300	473,300	198,767.72	274,532	42%	
Grand Total		414,800	414,800	173,715.93	241,084	42%	