



Mendocino County

Legislation Text

File #: 19-0220, **Version:** 1

To: Board of Supervisors

From: Cultural Services Agency

Meeting Date: April 9, 2019

Department Contact: Karen Horner

Phone: 671-6014

Department Contact: Megan Dukett

Phone: 972-6458

Item Type: Regular Agenda

Time Allocated for Item: 45 min.

Agenda Title:

Discussion and Possible Action Including Acceptance of Cultural Services Agency Update and Adoption of New Policies Including Proposed Cultural Services Agency Mission Statement, and Museum: Mission Statement, Code of Ethics, Visitor Behavior Policy, and Collections Policy
(Sponsor: Cultural Services Agency)

Recommended Action/Motion:

Accept the Cultural Services Agency update and adopt new policies including the proposed Cultural Services Agency Mission Statement, and Museum: Mission Statement, Code of Ethics, Visitor Behavior Policy, and Collections Policy.

Previous Board/Board Committee Actions:

The Board has previously approved policies for the Library on May 6, 2014.

Summary of Request:

The Cultural Services Agency Director will present a short slide presentation with updates from the Library, Museum and Parks. In addition, new Mission Statement and Museum Policies have been presented for Board of Supervisors review and approval.

The updated Mission Statements were created to provide the direction and purpose of the services provided by the Cultural Services Agency and the Museum. It was discovered in the review of Museum Policies, that many items had not been updated since the 1980's, and warranted review and revision. The Museum Advisory Board and County Counsel reviewed and provided input on all the Museum Policies and the Mission Statement and approved of their submission to the Board of Supervisors.

The new and updated policies are intended to guide the Mendocino County Museum staff in decision making and outline how staff will follow the highest legal, ethical, and professional standards in regards to its collections and public trust responsibilities. Both the Collections Policy and the Code of Ethics are core documents for professional museum operations and standards. They are intended to help guide the decisions and actions of staff and volunteers, as well as help provide stability to the Museum and support the Museum's mission to serve the public while also preserving its collections. Lastly, the Museum Visitor Behavior Policy was developed to promote appropriate and safe use of the Museum by visitors in a public environment, as well

as create a space in which artifacts within the Museum's collections are preserved for future generations.

Alternative Action/Motion:

Return to department with alternative direction.

Supervisory District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: N/A

current f/y cost: N/A

annual recurring cost: N/A

budget clarification: Should not affect budget

budgeted in current f/y: N/A

if no, please describe:

revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes - Museum Policies Approved

CEO Liaison: Sarah Dukett, Deputy CEO

Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:

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Executed By: Karla Van Hagen, Senior Deputy Clerk

Final Status:Approved

Date: April 11, 2019

