



CITY OF ONTARIO
ONTARIO MUSEUM OF HISTORY AND ART
BOARD OF TRUSTEES MEETING AGENDA
FAYE DASTRUP HAMILL HISTORIC COUNCIL CHAMBERS
225 S. EUCLID AVE. • ONTARIO, CA
November 28, 2023 • 6:00 PM

CALL TO ORDER

6:00 PM

PLEDGE OF ALLEGIANCE

Click or tap here to enter text.

ROLL CALL

- Kueng
- Caughman
- Gerstheimer
- Weems
- Garcia
- Dorst-Porada/City Council Member

MUSEUM ASSOCIATES LIAISON

- Sherwood-James

STAFF PRESENT

- McAlary, Executive Director of Community Life & Culture Agency
- Kuchek, Museum Arts & Culture Director
- Sifuentes, Collections Curator
- Padilla, Administrative Assistant

MINUTES

MOTION TO APPROVE MINUTES FOR October 24, 2023

PUBLIC COMMENTS

6:30 PM

The Public Comment portion of the Board of Trustees meeting is limited to 15 minutes total, with each speaker allowed a maximum of 3 minutes. Additional speakers are allowed 3 minutes each at the end of the meeting. Prior to consideration of old or new business agenda items, speakers will be allowed a maximum of 3 minutes each to comment on that specific item. Under provisions of the Brown Act, the Board of Trustees is prohibited from taking action on oral requests.

CITY COUNCIL LIAISON DORST-PORADA

STAFF REPORTS

Director Report – Marissa Kuchek
Collection Inventory Update – Michelle Sifuentes

OLD BUSINESS

NEW BUSINESS

MUSEUM ASSOCIATES/LIAISON COMMENTS

Click or tap here to enter text.

MUSEUM BOARD OF TRUSTEES COMMENTS

Click or tap here to enter text.

FUTURE AGENDA ITEMS

NEXT MUSEUM BOARD OF TRUSTEES MEETING(S)

Next meeting:

Tuesday, January 23, 2024 at 6:00 PM

ADJOURNMENT

7:00 PM

MOTION TO ADJOURN /



Agenda Report
November 28, 2023

SECTION: STAFF REPORT

Prepared By: Marissa Kucheck

Action: Report & File

Staff Member Presenting:

Marissa Kucheck

Approved By: Marissa Kucheck

SUBJECT

Director's Report

AGENDA REPORT SUMMARY

Public Programs

On November 2nd for our *First Thursdays* program series, the museum invited Mario Solorzano, to host a paint in the dark event where visitors painted calaveras using neon paints and UV Lights outside in our beautiful courtyard. On November 4th, the Collections division hosted an *In the Vault* program on Ontario and the armed forces. Items from the collection were displayed for viewing with interpretation and discussion led by the Collections team.

School Tours:

With the opening of the *Dia de Los Muertos: Recuerdos de Sabores* exhibition, the Education team and volunteer docents welcomed 841 students who

explored the galleries and participated in hands-on art-making activities in the Carlson Education Classroom.

Built on Water:

The *WaterKeepers* mobile application is now available for download on the apple and android app stores. The team is working with Ontario Municipal Utilities Company to promote the app with local residents through their water bills. We are working with MIG on additional marketing efforts, which include connecting with regional partners such as the Chino Basin Water Conservation District and the Inland Empire Utilities Agency, a press release, and promotion through social and printed media.

Community Outreach:

The Education team returned to Mariposa Elementary's art classroom (for the third consecutive year) to work with almost 100 students and create sugar skulls as part of the school's annual Day of the Dead celebration.

Exhibits:

Dia de Los Muertos: Recuerdos de Sabores closed on Sunday, November 19. Our next exhibit will open on Thursday, December 7th and feature the work of students from the Armstrong Community Center. Artwork will include selections from courses in ceramics, copper enameling, painting, and quilting. The exhibit is a collaboration between the Ontario Museum of History & Art and the Ontario Recreation & Community Services Department. Participants were directed to submit artwork inspired by nature, the environment, and/or water.

Other:

On Saturday, October 21st the Department hosted the annual Ontario Arts Festival in partnership with the Chaffey Community Museum of Art. On November 18th the Museum participated in the quarterly Art Walk.



Agenda Report
November 28, 2023

SECTION: STAFF REPORT

Prepared By: Michelle Sifuentes

Staff Member Presenting:

Michelle Sifuentes

Approved By: Marissa Kuchek

Action: Report & File

SUBJECT

Collections Inventory Update

AGENDA REPORT SUMMARY

In May the Collections Division began the first phase of the multi-phase full collection inventory. The last time a full inventory of the Museum's collection took place was in 1992, and a partial inventory was done in 2009. The first phase covers the archives and artifacts located in the Curator of Collections' office and the artifacts at the offsite storage facility. In addition, this includes the relocation of all the items in the Curator of Collection's office to offsite storage.

The Collections team started inventorying the photographs from the Museum's Archive Collection. Each photograph was examined, staff made sure each item had a registration card, condition reports were completed, all the information was entered into the database, photographs were taken and added to the database. Currently over 350 photographs have been fully inventoried. The team also completed 23 textile boxes and the Barbara Line Doll Collection which were in the office. To date over 550 items have

been fully inventoried and moved to their new location at offsite storage. In addition to the full inventory project, the team is conducting a box inventory of all the items that were moved to the offsite storage in February. These items have already gone through a partial inventory between 2019-2021, prior to being moved. For the partial inventory, the items were photographed, and conditions reports were done. These items need their registration cards and database entries updated. For the box inventory, the team is making sure all items are accounted for from the move and marking them off on the Box Inventory list made for the move. Once the Collections office is done, the team will move on to offsite storage and start the full inventory for that space.

As inventory is being conducted, the team has come across some discrepancies, such as misidentification of objects, inaccurate catalog numbers, or lack of database entries. This is common with an inventory project where there is a large time gap in time between inventories. The team is working on fixing these discrepancies. In addition to the discrepancies, the team is rehousing items that were not properly packed or placed in overly packed boxes, in some cases the team created custom-made boxes and mounts for better storage.

A benefit to conducting the inventory, the team has been able to identify artifacts for use in exhibitions and educational programs. Several items that were recently inventoried were used in the latest *In the Vault* series which focused on Ontario and the Armed Forces. In the future, the Collections division will be posting to social media showcasing some of the interesting items they come across.

Aside from the inventory project, the division worked on preparing for the accreditation site visit, took online courses focusing on the use of metadata and archival management, attended disaster training, and conducted disaster training for staff.