



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
July 27, 2021 • 6:00 PM

CALL TO ORDER

6:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

- Kueng
- Caughman
- Gerstheimer
- Weems
- del Turco
- Dorst-Porada/City Council Member

MUSEUM ASSOCIATES LIAISON

- Sherwood-James

STAFF PRESENT

- McAlary, Executive Director of Community Life & Culture Agency
- Cleary, Interim Museum Director
- Sifuentes, Curator of Collections
- Matamoros, Curator of Exhibitions
- Valle-Mancilla, Curator of Education

MINUTES

MOTION TO APPROVE MINUTES FOR June 22, 2021 /

PUBLIC COMMENTS

6:30 PM

The Public Comment portion of the Commission 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 Commission is prohibited from taking action on oral requests.

CITY COUNCIL LIAISON DORST-PORADA

STAFF REPORTS

1. Director's Report – Cindy Cleary
2. Review of Collections Management Policy – Michelle Sifuentes
3. Revision to Collections Management Policy – Michelle Sifuentes

OLD BUSINESS

NEW BUSINESS

MUSEUM ASSOCIATES/LIAISON COMMENTS

MUSEUM BOARD OF TRUSTEES COMMENTS

FUTURE AGENDA ITEMS

July 21, 2021

NEXT MUSEUM BOARD OF TRUSTEES MEETING(S)

Next meeting:
Tuesday, August 24, 2021 at 6:00 PM

ADJOURNMENT

MOTION TO ADJOURN /



ONTARIO
MUSEUM
OF HISTORY & ART

Agenda Report

July 27, 2021

SECTION: STAFF REPORT

Action: Report & File

Prepared By: Cindy Cleary

Staff Member Presenting: Michelle Sifuentes

Approved By: Cindy Cleary

SUBJECT

Museum Collections Management Policies and Procedures

AGENDA REPORT SUMMARY

At the June 2021 board meeting the question arose about collection management policies and procedures as related to the move of the Museum's collection of artifacts to offsite storage. The Curator of Collections will present an overview of the scope of the collection, the responsibilities of staff and the Collections Committee, and the acquisition and deaccession policies and procedures.



ONTARIO
MUSEUM
OF HISTORY & ART

Agenda Report

July 27, 2021

SECTION: STAFF REPORT

Action:

Prepared By: Michelle Sifuentes

Staff Member Presenting: Michelle Sifuentes

Approved By: Cindy Cleary

SUBJECT

Revision to Collections Management Policy

AGENDA REPORT SUMMARY

In anticipation of the accreditation application, the Museum's Collections Management Policy has been under review with the American Alliance of Museums (AAM) for Core Documents verification. Feedback from AAM has resulted in the temporary removal of the option to sell deaccessioned artifacts. The policy can still be verified by AAM without this option. Removing this option will allow for the Museum to meet the October deadline to submit for verification prior to applying for accreditation. Board approval is needed for this change in policy before it can be resubmitted to AAM. A comprehensive procedure will be created for a selling option and will be incorporated in the policy after the application deadline.

Attachment: Collections Management Policy with revisions

9. DEACCESSION

9.1 Definition and Purpose

Deaccessioning is the process of legally and permanently removing an object from the Museum's Permanent Collection and is part of proper collections stewardship. The Museum holds its collections in trust to the public, for present and future generations, and handles the deaccessioning process with adherence to ethical and legal guidelines. Collections shall not be deaccessioned or disposed of in order to provide any financial support for institution.

Selling of deaccession items was removed as an option. As a municipal organization, revenue that comes in would go to the City's general fund, this is not best practice in the Museum field. The American Alliance of Museum (AAM) would like to see a more detailed description in our policy if we plan to sell any deaccession items, the scope of "direct care of collections" would need to be spelled out, the process of determining how funds would be used, who would be the key members of professional staff and what governing authority should be involved. In addition, a separate account would need to be established for any revenue coming in from the sale. The revenue from the sales of deaccession items should only go towards acquisitions or direct care of artifacts. Sales are to be done via a rebuttable auction house. For now, we have removed this option to allow for us to come up with a more thought-out process for this option. By doing this we will be able to meet the deadline for submitting the policy for review by AAM.

9.2 Criteria

One or more of the following criteria must be met for deaccession to occur:

- The object is not relevant to the Museum's mission.
- The object does not contribute to the Museum's research, exhibition, teaching, and/or outreach priorities.
- The physical integrity of the object is compromised, and conservation is not possible or practicable.
- The object is not of museum quality, within the broad definition appropriate for a municipal history and art museum.
- The object is the subject of an approved repatriation claim under (NAGPRA).
- For objects which NAGPRA's articulated review procedures do not apply, that the Museum cannot meet its burden of proof that the object was licitly collected, that its chain of custody involved only licit transfers, and—if applicable—that it was exported licitly from its country or origin and licitly imported into the United States.
- The object was accessioned in error.
- Destructive analysis has resulted in severe damage or destruction of the object.
- Is a risk to the health and safety of staff & collections **(New criteria added)**
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9.3 Restrictions and Title Clearance

All deaccessions must comply with ethical standards and pertinent laws and regulations.

9.4 Authority and Procedure

The Museum's Curator of Collections is responsible for presenting an object for the deaccessioning process to the Collections Committee for approval. The Collections Committee considers the criteria in Section 9.2 of this policy, and may approve, by majority vote, the object for deaccession and its method of disposal. The Collections Committee may determine the item approved for deaccession be transferred to the Museum's Education Resources Collection. Requests for deaccession brought before the Committee must include:

1. A statement of rationale for deaccessioning each item or collection.
2. Considerations for method of disposal.
3. Considerations for recipient in the case of transfer or exchange.

Removed "The proposed use of any funds generated" since selling is not an option at this time.

The proposed deaccession will be reviewed by the Director, Curator of Collections, and other designated Staff. The review shall exercise care to assure that the recommendations are based on authoritative expertise. To inform the deaccession consideration, recommendations may include outside review or solicitation by the Director or Curator of Collections of opinions from qualified professionals or consultants with appropriate expertise. The Director and Curator of Collections should also seek advice of the Collections Committee in conducting such review.

If the Collections Committee denies the proposed deaccession, no further action is taken on the proposal. If the Collections Committee approves the proposal, the Curator of Collections will begin the steps needed to deaccession the item(s).

9.6 Disposition – Disposal Methods

Method of disposal will be considered at the time of the Collections Committee's approval. Acceptable methods of disposal include:

- Transfer

Transfer of ownership to a non-profit, public benefit institution is the preferred methods of disposal. The Collections Committee may approve placement of the deaccessioned object firstly to the Museum's Education Resources Collection.

If the deaccession is part of a NAGPRA action, the process will follow the guidelines set forth in the Federal statute and regulations.

NAGPRA repatriation deaccessions involving Collections under the NAGPRA-defined "possession" and "control" of a state or federal agency are the responsibility of that agency.

- Destruction

The destruction of an object might be necessary in the case of severe deterioration or hazard. Destruction is to be documented and witnessed by an impartial observer. Objects may not be kept by the Museum Board of Trustees, Museum Associates, Collections Committee members, the Director, or Staff, or given to others.

Removed - Selling option

-Sale

Deaccessioned items may be sold to a non-profit, public benefit institution. If no non-profit, public institution wishes to purchase deaccessioned items, deaccessioned items may be sold only through advertised public auction, including internet-based auction services. Sale is considered only when, after exhaustive review, all other methods of deaccession are deemed impossible. Adhering to the AAM Code of Ethics, income realized from the sale of deaccessioned objects, less associated costs, will be used for expenses related to the acquisition and direct care of the Permanent Collection.

The above process was too vague for the American Alliance of Museum, they would like to see a more detailed process for selling.

9.8 Records

All records pertaining to a deaccessioned object (object record, accession, registration, and object ID) are retained as a part of the Permanent Collection record.

When a deaccessioned item is recorded as a gift from an identified donor that identified donor will be noted in the credit line.