



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
March 22, 2022 • 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 del Turco
 Dorst-Porada/City Council Member

MUSEUM ASSOCIATES LIAISON

- Sherwood-James

STAFF PRESENT

- McAlary, Executive Director of Community Life & Culture Agency
 Gonzalez-Kuchek, Museum Arts & Culture Director
 Matamoros, Curator of Exhibits
 Valle-Mancilla, Curator of Education

MINUTES

MOTION TO APPROVE REVISED MINUTES FOR January 25, 2022
MOTION TO APPROVE MINUTES FOR February 22, 2022

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

1. Director's Report – Marissa Gonzalez-Kuchek
2. Museum Code of Conduct and Expulsion Policy – Marissa Gonzalez-Kuchek
3. Built on Water VR Experience Update – Leslie Matamoros

OLD BUSINESS

Click or tap here to enter text.

NEW BUSINESS

1. Board Officer Elections

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

1. Review of Museum's Strategic Plan

NEXT MUSEUM BOARD OF TRUSTEES MEETING(S)

Next meeting:
Tuesday, April 26, 2022 at 6:00 PM

ADJOURNMENT **6:00 PM**

MOTION TO ADJOURN /



Agenda Report
March 22, 2022

SECTION: STAFF REPORT

Prepared By: Marissa Gonzalez-Kuceck

Action: Report & File

Staff Member Presenting:
Marissa Gonzalez-Kuceck

Approved By: Marissa Gonzalez-Kuceck

SUBJECT

Director's Report

AGENDA REPORT SUMMARY

Accreditation Update:

Our Collections Curator convened a Collection Plan Working group. A Collection Plan is different than a Collection Management Policy. Where the Collection Management Policy is set guidelines on how to care and manage the collections, a Collection Plan helps guide the development of a museum's collections. The plan is a vision of what a museum collection should be, it helps establish the themes and identify the gaps. It should be reflective of the mission statement and the community the museum serves. The working group is made up of Museum staff and stakeholders (MAs, Collection Committee, Council, and community), the goal is to develop a strong Collection Plan that fits the Museum and aids with its growth. This will help us reach our goal of achieving Accreditation with the American Alliance of Museums. Plan will need to be completed and approved by the Board before the AAM Self-Study is submitted in September.

Education:

We had 36 participants at our Dragon Egg painting workshop on Saturday March 5, 2022. The artist provided pre-made papier mache eggs and participants were able to add and paint their own scales. We also held the second iteration of our Emerging Artist Meet-up on Saturday March 12, 2022. Artists of all ages learned about writing an artist statement and were able to practice talking about their work and receive feedback.

Built on Water:

Construction on the gallery should conclude by the end of March. We may need to modify our initial design with Picnic Design due to addition of the VR experience. This involves taking out some interpretative content to make space for a VR kiosk. Our Exhibits Curator will provide a full update on our ideas for the VR content as well as this issue.

Other Items:

The off-site storage facility is built and we are waiting on arrival of an HVAC unit before moving collections to the facility. This is tentatively scheduled for early June. We received a preliminary quote for engineering the Thunderbird as a monument as discussed in our last meeting. It would cost a minimum of \$60,000 for design, if suspended 40-50ft in the air. The cost decreases significantly if it was only 15 ft in the air. Engineers would need to figure out how to take the structure apart, reinforce, renovate, and reinstall it. This preliminary quote does not include installation.

State of the City:

Director will provide a recap of the event at the Convention Center and the Community Open House.



Agenda Report
March 22, 2022

SECTION: STAFF REPORT

Prepared By: Marissa Gonzalez-Kuchek

Action: Report & File

Staff Member Presenting:
Marissa Gonzalez-Kuchek

Approved By: Marissa Gonzalez-Kuchek

SUBJECT

New Ontario Museum of History of Art Code of Conduct and Expulsion Policy.

AGENDA REPORT SUMMARY

Adoption of Ordinance No. 3194: In November 2021, the Ontario City Council adopted Ordinance No. 3194 that outlines enforcement of and penalties for violating the individual codes of conduct for the Ontario City Library, the Ontario Museum of History and Art, and the Ontario Recreation and Community Services Department. This ordinance was added to the Ontario Municipal Code, Section 5, Chapter 32. Specifically, it allows law enforcement to arrest individuals who do not comply with a facility ban.

Code of Conduct:

The Ontario Museum of History and Art maintains a Code of Conduct Policy and Expulsion Policy, approved by the Ontario Museum of History and Art Board of Trustees. The code of conduct outlines behaviors and activities that are not allowed in the Museum's facilities, and the expulsion policy outlines

Ontario Museum of History and Art

Code of Conduct

THE CITY OF ONTARIO SUPPORTS THE RIGHTS OF COMMUNITY MEMBERS TO USE THE CITY'S MUSEUM ACTIVELY AND TO PARTICIPATE IN PROGRAMS AND ACTIVITIES. THIS CODE OF CONDUCT GOVERNS THE USE OF THE MUSEUM. THE PURPOSE OF THE CODE IS TO ENSURE THAT ALL COMMUNITY MEMBERS HAVE ACCESS TO USE THE FACILITY IN A PEACEFUL AND SAFE ATMOSPHERE. MUSEUM STAFF ARE AUTHORIZED TO STOP ANY ACTIVITY WHICH THEY CONSIDER VIOLATES THIS CODE OF CONDUCT, INCLUDING, BUT NOT LIMITED TO, ANY ACTIVITY HARMFUL TO THE SAFETY AND WELL-BEING OF COMMUNITY MEMBERS AND STAFF OR THE OPERATIONS AND ACTUAL FACILITY.

COVID-19 DISCLAIMER AND CODE OF CONDUCT

If at any time, the Museum, Arts and Culture Department cannot create or maintain a safe in-person event or if any federal, state, or local restrictions prevent us from hosting an in-person event, the Museum, Arts and Culture Department will cancel the in-person component while continuing to offer quality alternative programming.

A COMMUNITY MEMBER ENGAGED IN THE FOLLOWING BEHAVIORS WILL BE ASKED TO STOP THE BEHAVIOR AND MAY BE ASKED TO LEAVE THE MUSEUM:

- Fighting or threatening harm to another community member or staff
- Being under the influence of drugs and or alcohol
- Behaving in a loud, disruptive, boisterous manner or engaging in conversations that create excessive noise. This includes sexual, racial, or ethnic harassment through comments, words, gestures, or disruption of programs
- Stealing, vandalizing, damaging, or defacing City property or other community members' belongings
- Blocking or interfering with free passage or creating a hazard.
- Bringing containers, packages, briefcases, parcels, bundles, or wheeled-carts that into the Museum which individually or collectively exceed 24" x 14" x 12".
- Plugging a device into electric/network communications outlets without approval
- Sleeping in the Museum
- Bringing in animals other than certified assistive animal
- Misuse of Museum furniture or equipment
- Making use of the restrooms for any purpose for which they were not intended
- Entering or remaining in the Museum barefoot or shirtless, or with poor bodily hygiene, per California Penal Code 370

Community Members are expected to:

- Not touch or get any closer than an arm's length from collection items, artifacts, works of art or other objects on loan, unless otherwise specified through Museum signage.
- Function on their own or with the assistance of a chaperone. Children under thirteen years old must be supervised by a parent, guardian, or another adult due to the unique, sensitive and at times irreplaceable value of items.
- Not take backpacks, of any size, inside the galleries; small personal bags that do not exceed 14"x12"x6" are allowed inside the galleries. In order to enter the galleries, backpacks, of any size, and other large items must be checked at the front desk.
- Be respectful to others
- Observe all state and local laws, policies, ordinances, and regulations
- Follow policies regarding food and drink in designated areas

Minors who cannot follow the code of conduct and safely supervise themselves may be asked to bring a parent or guardian for future visits.

Failure to comply with the **Code of Conduct** of the Ontario Museum, Arts and Culture Department may result in suspension of privileges and/or temporary or permanent expulsion from the Ontario Museum of History and Art, in accordance with Section 5-32.04 of the Ontario Municipal Code. The Ontario Museum, Arts and Culture Department **Expulsion Policy** provides for a limited right of review or appeal of decisions made by staff under these rules. See the **Expulsion Policy** for details, which is incorporated as part of this Code of Conduct.

Adopted by the Ontario Museum Board of Trustees, March 22, 2022

Expulsion Policy

This policy is related to any disruptive conduct or interfering condition in the Ontario Museum of History & Art

Museum, Arts & Culture Department

The Ontario Museum, Arts & Culture Department operates the Ontario Museum of History & Art, open to all for public use. No one has the right to interfere with anyone else's right to use the Museum. Any disruptive conduct or interfering condition is cause for expulsion.

Failure to comply with the Code of Conduct of the Ontario Museum, Arts & Culture Department may result in the suspension of privileges and/or temporary or permanent expulsion from Ontario Community Centers, in accordance with Section 5-32.04 of the Ontario Municipal Code.

Staff Response to Infractions

Violation of the Ontario Museum, Arts & Culture Code of Conduct can result in expulsion from the Museum and forfeiture of privileges. Minor violations of these results will result in staff attempting to educate or warn individuals about policies before enforcing such policies. If an individual continues to violate these policies, staff may require them to leave for the day. However, any conduct (verbal, physical, or other) that threatens the life or safety of any person or that is damaging to the property, equipment, or facilities may result in immediate expulsion from the premises.

Museum, Arts & Culture staff members are authorized to contact the Ontario Police Department (extension 4420) to respond to such situations. Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the Community Center from a week to a year, or permanently.* Staff will follow the established procedures below in making this determination. Staff will call the Ontario Police Department for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

**Note – Staff can expel someone from the Museum for 24 hours for committing a serious offense or for committing repeated infractions (See Ontario Museum of History & Art Code of Conduct) but banning requires action by Museum Arts & Culture Administration. After consulting with the assigned building lead or supervisor, staff at any level may require a customer to leave for 24 hours but must notify the assigned building lead Museum Arts & Culture Administration.*

Banning Procedure

After staff determines that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned, staff will follow the below steps:

1. Staff will involve the Museum, Arts & Culture Director or Museum Curator(s), or if not available, the supervising or assigned building lead.
2. Staff will gather information about the individual being banned, including name, address, phone number, etc.
3. Staff will complete a Citizen Incident Report along with details about the potential ban and recommendations for the time period of the ban.
4. After review, if the Museum, Arts & Culture Director/Curator(s) agrees with the reasons for the ban then the Director will mail the *Banning Letter*, via certified mail attached herein. The Director/ Curator(s) will notify the Museum Board and staff regarding the ban.
5. The Museum, Arts & Culture Director will review and may reconsider the decision to ban an individual upon written request of the banned individual and may shorten or terminate the banning period if information submitted by the individual, in the discretion of the Director, warrants such modification. The Director may consult with the City Attorney's Office before issuing the response to the banned individual. Until such times as the Banning Letter has been reviewed and/or modified by the Director or reversed on appeal by the Museum Board, the individual may not use the Museum.

Alternative Juvenile Banning Procedure

Discretionary Restricted Museum Use for Juveniles:

As an alternative to banning a juvenile, a supervisor and a staff member may restrict a juvenile from independent use of the Museum site for a period of thirty (30) days (first restriction) or ninety (90) days (second or more restriction(s)). The juvenile whose use is restricted may use the Museum during the specified period only when the juvenile is accompanied by a responsible parent or guardian. The juvenile's parent or guardian must be notified of the restriction via certified mail.

Failure to abide by the restriction may lead to banning of the juvenile from all Community Center facilities premises.

Appeal Procedure

1. Notice of Appeal. The Museum, Arts & Culture Director's written determination may be appealed to the Museum Board if the individual aggrieved files a written notice of appeal within ten (10) days after he/she receives the determination. Such notice shall be filed with, both the Museum, Arts & Culture

Director and the Museum Board President c/o Ontario Museum of History and Art, 225 S. Euclid Ave. Ontario, CA 91762. The Museum Board will discuss at the next available Museum Board meeting at which the appellant may speak on his/her behalf.

2. Decision. Within thirty (30) days of the completion of the meeting, the Museum Board shall issue a written decision stating the reason(s) therefore. The Museum Board shall have the power to affirm or reverse the written determination or to remand it to the Museum, Arts & Culture Director, or designee, with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

Non-Compliance with Ban Enforcement

If a banned individual enters the Museum before the return date listed in the *Banning Letter*, the Ontario Police Department will be called and individual may be arrested for violating Section 5-32.04 of the Ontario Municipal Code.

Banning Letter Template

To:

Care Of (if customer banned is a minor):

On (date) at approximately (time) you were observed at the Ontario Museum of History & Art ("Museum"). At that time you were:

- INTOXICATED
- LOUD AND DISTURBING
- IN THE MUSEUM DESPITE BEING PREVIOUSLY BANNED UNTIL _____
- OTHER CONDUCT (as set forth below)

COMMENTS:

Because of the behavior listed above, and/or another history of inappropriate behavioral conduct at the Museum, you are banned from the Museum until the date listed below. If you enter the Museum before the return date listed below, Ontario Police Department will be called, and you will be subject to being arrested for violating Section 5-32.04 of the Ontario Municipal Code.

You may file a written request to the Museum, Arts & Culture Director at 225 S. Euclid Ave. Ontario, CA 91762 to reconsider this ban from the Museum. Your written request shall set forth your reasons for reconsideration of the ban.

For juvenile customers, the Museum, Arts & Culture Department will consider restricted use during the specified period only when the juvenile is accompanied by a responsible parent or guardian. Responsible parent or guardian must contact Museum, Arts & Culture Director at the address above to request restricted use. Failure to abide by the Restriction may lead to the banning of the juvenile from the Museum premises.

THE LENGTH OF THIS BAN FROM THE MUSEUM SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

BANNED FROM MUSEUM: (date)

RETURN DATE: (date)

Staff Initials:

the procedure for banning individuals who violate the code of conduct. The prior code was not board adopted and a new municipal code adopted by the Ontario City Council is also referenced in the document. Additionally, this provides an opportunity to more clearly define certain behaviors and activities that were vague in the past, which empowers Museum staff to better enforce the code of conduct.

The Museum director and curatorial staff conferred and determined the needed revisions, and the code of conduct has been reviewed and approved by the city attorney. This code of conduct will require formal adoption by the Ontario Museum of History and Art Board of Trustees.

Expulsion Policy:

The Code of Conduct references the Ontario Museum Expulsion Policy, which will also require formal adoption by the Ontario Museum of History and Art Board of Trustees. The Expulsion Policy is aligned with other expulsion policies in the agency and references the new municipal code.

The expulsion policy outlines the way in which museum staff responds to violations to the Museum's code of conduct. Specifically, any conduct that threatens the life or safety of any person or is damaging to library property, equipment or facilities may result in immediate expulsion from the Museum premises. It states that museum staff are authorized to contact the Ontario Police Department for assistance, and repeated misconduct or severe offenses may result in individuals being banned from the library for a specified amount of time, up to one year.

The policy outlines the procedure that library staff will follow to ban individuals and includes an alternative ban procedure for juveniles. This alternative ban states that juveniles may continue to use the Museum but will be required to be accompanied by a parent or guardian. The policy provides a letter template used to inform individuals that they have been banned, the date banned, and the date they are allowed to return to the Museum. It states that if the banned individual returns to the Museum before the end of the ban, the individual will be subject to arrest for violating Section 5-32.04 of the Ontario Municipal Code.

Lastly, the policy outlines the procedure to appeal a ban from Museum facilities through a written notice of appeal, which is then discussed by Ontario Museum of History and Art Board of Trustees at the next available board meeting. The appellant may speak on his or her behalf at that meeting. The Board will issue a written decision and has the power to affirm or reverse the ban or remand it to the Museum Director or designee to reconsider. The decision by the Board serves as the final determination.

It is asked that the Museum Code of Conduct and the Expulsion Policy be adopted by the Ontario Museum of History and Art Board of Trustees.



Agenda Report
March 22, 2022

SECTION: STAFF REPORT

Prepared By: Leslie Matamoros

Action: Report & File

Staff Member Presenting:

Leslie Matamoros

Approved By: Marissa Gonzalez-

Kuchek

SUBJECT

Virtual Experience for Built on Water

AGENDA REPORT SUMMARY

The museum is proposing a virtual reality experience for Built on Water with an Oculus-type headset and/or a virtual reality station in the exhibition. In addition, the museum would create a group experience that can take place in the Council Chambers or education gallery for larger groups of 10. The intended audience is the citizens of Ontario and the surrounding communities, local school districts, and museum visitors. The experience will use movement, sound, and graphics to move the narrative forward and create an engaging experience.

Goals

Global Perspective: Introduce a global perspective and engage audiences in expanding their narratives on environmental challenges, such as drought and climate change, and limited water resources.

Building Emotional Intelligence: Create empathy and connections between people, communities, and the environment in southern California and beyond.

Integration: Address different chapter headings from the exhibit through engaging experiences and extend the life of content for the exhibition.

Different modes of learning: An alternate way of accessing information to allow different types of learners to experience the exhibit in a new and interactive experience using touch, movement, text, and sound.

Takeaways

- Learn about the local water cycle and how it works scientifically.
- Exploring the Chaffey infrastructure and early irrigation to establish a thriving city.
- The importance of preserving local wildlife and plant life to protect water resources.
- Understanding the complexity of rainfall levels and access to water from a global perspective.

Narrative Approach

An immersive environment filled with objects that transport you to different places – gives visitors the option to choose a module. Each module will be 2 to 5 minutes long.

Module 1: Butterfly and the great migration

The user follows the butterfly to different points of their migration path in search of nutrients.

Module 2: Environmental Journalist (writing about Traditional Ecological Knowledge traveling throughout the world to report on restoring natural environments that preserve water resources)

- Possible locations to consider with a focus on indigenous communities:
 - Salton Sea, California
 - Kissimmee River in Florida
 - Arctic Ice Shelf
 - Amazon Rainforest

Module 3: Chaffey Brothers and the Model Colony

- Water Tunnels (understanding infrastructure, use of time-lapse)
- Chinese Workers (character interaction to further the story, understand immigrant labor)
- Include objects from the exhibit and expand their narrative by bringing them to life in how they were used (ex. The water tunnel wagon)

Lifecycle of Water Droplet and in the Chino Basin

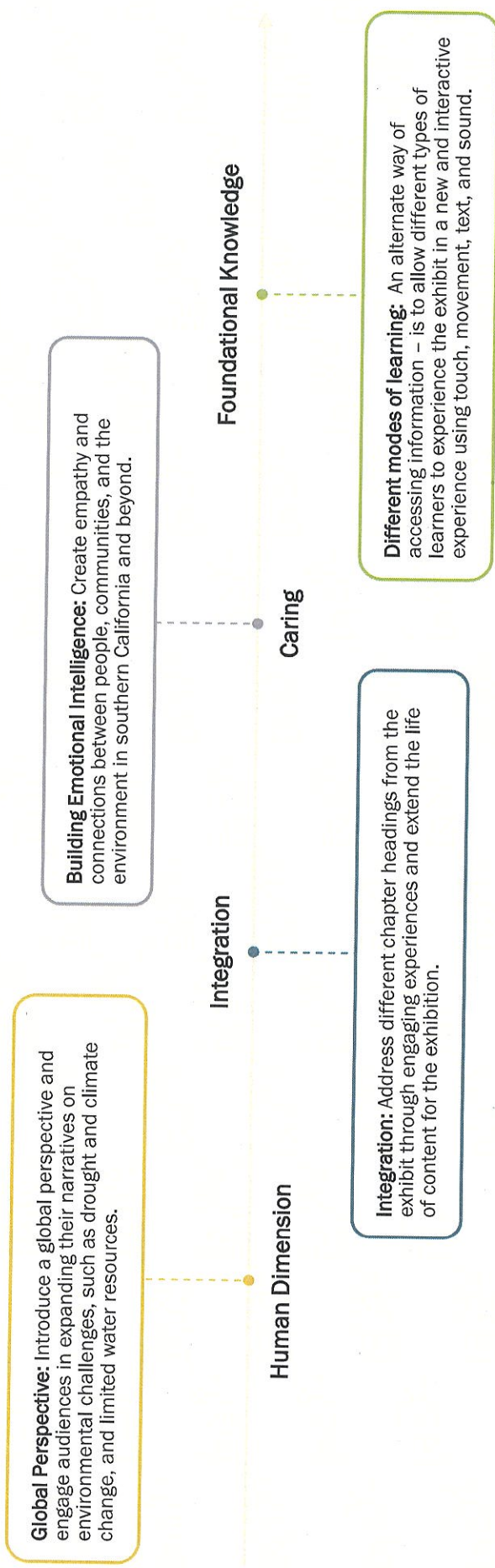
- Water Cycle and Weather (understand the science through creating a recipe for rain). Possible locations Mt. Baldy and San Antonio Canyon
- Aquifer (see the natural water storage and wells system).

VR EXPERIENCE

BUILT ON WATER



GOALS



TAKE AWAYS

- Learn about the local water cycle and how it works scientifically.
- Exploring the Chaffey brothers' infrastructure and early irrigation to establish a thriving city.
- The importance of preserving local wildlife and plant life to protect water resources.
- Understanding the complexity of rainfall levels and access to water from a global perspective.



NARRATIVE APPROACH

- **Module 1: Butterfly and the great migration**
- **Module 2: Environmental Journalist**
- **Module 3: Chaffey Brothers and the Model Colony**
- **Module 4: Lifecycle of Water Droplet and in the Chino Basin**



TECHNOLOGY

- VR Experience
 - Group Experience
 - Kiosk Station in the exhibition
- Use of movement and sound to move through the storylines

