



**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**  
**June 22, 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 May 25,2021**    /

**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. Introduction – Miriam Valle-Mancilla, Curator of Education – Helen McAlary
2. Director’s Report – Helen McAlary
3. Collection Move to Bon View Storage Site – Michelle Sifuentes
4. Built on Water Questionnaire - Leslie Matamoros

**OLD BUSINESS**

**NEW BUSINESS**

Discussion regarding board members representing the Museum in the community.

**MUSEUM ASSOCIATES/LIAISON COMMENTS**

**MUSEUM BOARD OF TRUSTEES COMMENTS**

**FUTURE AGENDA ITEMS**

**NEXT MUSEUM BOARD OF TRUSTEES MEETING(S)**

Next meeting:

Tuesday, July 27, 2021 at 6:00 PM

**ADJOURNMENT**

**MOTION TO ADJOURN**  /



ONTARIO  
MUSEUM  
OF HISTORY & ART

## Agenda Report

June 22, 2021

### SECTION: STAFF REPORT

**Action: Report & File**

**Prepared By:** Michelle Sifuentes

**Staff Member Presenting:** Michelle Sifuentes

**Approved By:** Cindy Cleary & Helen McAlary

### SUBJECT

Collection Move to Bon View Offsite Storage

### AGENDA REPORT SUMMARY

In preparation to move over 2,500 artifacts to the new offsite storage facility, the Collections team led by Curator of Collections, Michelle Sifuentes has been processing artifacts located in the Carlson Gallery. Team members are securing artifacts by creating moving mounts, rehousing in sturdier boxes, constructing custom built boxes, and adding protective packaging. Inventory, condition reporting and object tracking are being conducted on each item to ensure the safe transport and to maintain proper records.

Due to an artifact off gassing in the Carlson Gallery, the team shifted its focus to staging the 4<sup>th</sup> gallery to receive the artifacts that will be moved to the new location. The off-gassing artifact was taken offsite for treatment, cleaning and was later returned. The team was able to return to Carlson in May and continue prepping artifacts for the move. With the departure of team member, Charles Woodward, the Museum hired two temporary part time employees, through AppleOne, to help the Curator of Collections,



ONTARIO  
MUSEUM  
OF HISTORY & ART

## Agenda Report

June 22, 2021

### SECTION: STAFF REPORT

**Action: Report & File**

**Prepared By:** Michelle Sifuentes

**Staff Member Presenting:** Michelle Sifuentes

**Approved By:** Cindy Cleary & Helen McAlary

### SUBJECT

Collection Move to Bon View Offsite Storage

### AGENDA REPORT SUMMARY

In preparation to move over 2,500 artifacts to the new offsite storage facility, the Collections team led by Curator of Collections, Michelle Sifuentes has been processing artifacts located in the Carlson Gallery. Team members are securing artifacts by creating moving mounts, rehousing in sturdier boxes, constructing custom built boxes, and adding protective packaging. Inventory, condition reporting and object tracking are being conducted on each item to ensure the safe transport and to maintain proper records.

Due to an artifact off gassing in the Carlson Gallery, the team shifted its focus to staging the 4<sup>th</sup> gallery to receive the artifacts that will be moved to the new location. The off-gassing artifact was taken offsite for treatment, cleaning and was later returned. The team was able to return to Carlson in May and continue prepping artifacts for the move. With the departure of team member, Charles Woodward, the Museum hired two temporary part time employees, through AppleOne, to help the Curator of Collections,

**June 22, 2021**

and Administrative Intern, Trent Kalscheuer, with the move. Fernando Lopez is a graduate student at Cal State Fullerton working on his M.A. in Public History and Amanda Michael is a graduate student at Johns Hopkins University working on her M.A. in Museum Studies. Both are a great addition to the team and have dived straight into collection processing.

The team has started to move boxes into the 4<sup>th</sup> gallery to prep for next step, transport to offsite location. So far 50 boxes, equaling roughly 300 irons, from the General Electric/Bryce Denton Iron Collection have been moved into the 4<sup>th</sup> gallery. During the inventory and prep process, we have located 3 more commemorative irons, identified possible items for future deaccessioning, and updated the Collections data base. The team is on track for having items ready for the mid-August move.



ONTARIO  
MUSEUM  
OF HISTORY & ART

*Agenda Report*  
June 22, 2021

**SECTION: Staff Report**

**Prepared By:** Leslie Matamoros

**Action:** Report & File

**Staff Member Presenting:**

Leslie Matamoros

**Approved By:** Cindy Cleary

**SUBJECT**

Built on Water Questionnaire

**AGENDA REPORT SUMMARY**

Board Members and Museum Volunteers are invited to use the Built on Water questionnaire to collect personal statements/quotes from the public. The Museum's goal is to collect 500 questionnaires. The curatorial staff will select quotes to display in the Built on Water exhibition, not all quotes gathered will be used. Each Board Member will receive a tote bag with copies of the questionnaire and museum related PR materials to help promote the museum. Please return your completed questionnaires by the next board meeting. If you need more supplies, please contact Cindy Cleary.

**Interview Protocol Tips:**

- Introduce the Ontario Museum of History & Art (refer to PR materials)

- Share information about the Built on Water exhibition (see Built on Water flyer)
- Explain why you are collecting quotes (refer to the interview protocol)
- You can fill out the form for them or you can give them the form to fill out.
- Have Fun!