

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER
May 18, 2023**

Present: Aarzoo Baharani, Mark Latta, Brian Walter. Sara Fitzer-Huston, David Meloy, and Mark Seaman.

Absent: Geri Kent, Vince Lawson, and Laurie Johnson.

Staff: Melanie Alexander

Call to Order: The meeting was called to order by Latta at 5:30 PM.

Visitors: None present.

Minutes: Minutes of the April 20, 2023, Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Meloy/Walter) to approve the minutes. Motion carried.

Bills for Approval: Bills in the amount of \$1,742.48 were presented, reviewed, and discussed. Moved/seconded (Baharani/Meloy) to approve the bills as presented. Motion carried.

Credit Card for Approval: None

COMMITTEE REPORTS

Long-Range Planning:

There were discussions with several different museum planning firms. Alexander will begin the RFP process by drafting an RFP and will have a draft for the Executive Committee and then for the board meeting in June. It may be possible to get proposals in July and move forward from there.

Finance & Budget:

The Art Center received a \$1,000 grant from GMCCI – “Hello Muscatine” to go towards the advertising on KWQC-TV 6 for “Birds in Art”.

Alexander will also do a grant application to GMCCI to go towards the RFP process.

Collections:

Two pieces of art have returned from the conservator and they picked up two more pieces. Two other pieces of art have gone to Ohio to be conserved.

Building & Grounds:

Midwest Alarm Systems is wrapping up the upgrades to the security system. There are a few glitches in the camera system. We are also waiting on microphones and speakers for the computers to answer the Cedar Street door. The panel to run the system also needs to be upgraded and an app to view the activity will go on a few staff member’s phones and computers.

The plumbing is all back to normal the floor is in and we are waiting on a toilet.

The Japanese Garden work is moving along with the cheek walls on the lower stairs cone and waiting on the upper stairs cheek walls to be poured.

Community Engagement:

The 4th & 5th-grade student exhibition will be on view through May 21st. Art Array will close on May 28th with an exhibition by artist Philip Laber opening on June 3rd in the second floor rooms and the traveling exhibition by the Iowa Watercolor Society opening in the Central Hall on June 8th.

The Annual Ice Cream Social will be held on Sunday, June 25th. Staff will be looking for volunteers to help throughout the day as well as donors to contribute towards the purchase of pies. The event is sponsored by SSAB and KENT this year.

All of Jefferson Elementary School is expected on May 22nd. In June, children from Happy Time will visit, and the Program Coordinator will represent the Muscatine Art Center at the Sustainability Fair at the new Stanley Center, the Ballet Des Moines performance, Almost Fiesta, and the Theo Wolf Foundation fundraiser. Lesson plans are also being developed for programming connected to the SPARK summer school.

Personnel:

Two board vacancies will need to be filled for the new fiscal year starting on July 1st. The City's Nominating Committee will meet on May 30th.

The Director's review process, including the Merit Recommendation form, has been completed. Melanie Alexander has completed the review for the three other full-time staff members and is in the process of completing Merit Recommendation forms for the eligible full-time staff members.

Director's Report: In Packet

Unfinished Business:

New Business:

Next Board meeting – June 15, 2023, at 5:30 p.m.

Adjourn:

Moved/seconded by (Walter/Meloy) to adjourn. The motion carried and the meeting adjourned at 6:30 PM.

Respectfully submitted,

Aarzoo Baharani
Acting Secretary