

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER
August 17, 2023**

Present: Mark Latta, Brian Walter, Ann McCarthy, Kathleen Haltmeyer, Vince Lawson, David Meloy, Mark Seaman and Aarzoo Baharani

Absent: Geri Kent

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 July 20, 2023, Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded Lawson/Haltmeyer) to approve the minutes. Motion carried.

Bills for Approval: Bills in the amount of \$10,996.39 were presented, reviewed, and discussed. Moved/seconded (Seaman/McCarthy) to approve the bills as presented. Motion carried.

Credit Card for Approval: A credit card in the amount of \$395.00 was presented, reviewed, and discussed. Moved/seconded (Meloy/Lawson) to approve the bills as presented. Motion carried.

Credit Card for Approval: A credit card in the amount of \$3.58 was presented, reviewed, and discussed. Moved/seconded (Baharani/Seaman) to approve the bills as presented. Motion carried.

COMMITTEE REPORTS

Long-Range Planning:

The executive committee met August 16 to discuss the proposals that came in for the museum planning. The executive committee recommended Lord over Museum Insights. Alexander will follow-up with conversations with others who have worked with Lord and Museum Insights. A final decision will be made at the September meeting. A motion was made by Seaman to request a contract and site visit itinerary from Lord, seconded by Walter. Motion carried.

Finance & Budget:

Alexander submitted the Cultural Leadership Partner (CLP) report on July 27th, and on July 28th, the award notice for the 2023-24 fiscal year was received.

Collections:

The cranes that were cast at Illinois Art Casting came back at the end of July.

Building & Grounds:

The new touchstone key pad we were waiting on for the office area was ordered incorrectly so the correct one is on order.

The Japanese Garden work has started back up. They have been working on the pathway this week.

There are funds earmarked for the Japanese Garden. The money for this endowment will go under the umbrella of Friends of the Muscatine Art Center. Haltmeyer suggested going to the Master Gardeners to help with the garden upkeep initially.

The new benches are on order and will ship September 1st.

Community Engagement:

Community Stage, in partnership with the Muscatine County Arts Council, is taking place tonight from 5:30 to 7:00 p.m. The artists' reception for John Deason and Cory Christiansen is scheduled for Sunday, August 20th from 1:30 to 3:00 p.m. Katy Loos will provide activities at the Community Block Party on September 8th. Members of the Muscatine Camera Club are here this evening with John Deason.

A film production group, "Hot Buttons," will be in Muscatine on August 23rd to film a segment on the pearl button industry. The Muscatine History and Industry Center put us in touch with the team, and the Muscatine Art Center will pull examples of textiles, toys, shoes, and other memorabilia with pearl buttons.

The Friends of the Muscatine Art Center are holding a fundraiser at Applebee's on Tuesday, August 29th. A percentage of sales from the special menu offered between 11 a.m. and 11 p.m. that day will be donated to Friends. Stop in between 11 a.m.-2 p.m. or between 4-7p.m. to visit with members of the Friends board and support the group.

Personnel:

The City of Muscatine has contracted with an outside firm to conduct a compensation study of most non-union positions as well as some blue/white union jobs. All fulltime Muscatine Art Center staff, as well as the part-time Assistant Registrar, completed a job task analysis earlier in 2023. This documentation will be updated to the specific forms being used by the firm, and then the firm will compare Muscatine compensation to other similar organizations and between various City departments. The firm will develop an implementation plan for adding/adjusting pay grades. The City will then need to determine what adjustments to prioritize and develop a schedule.

The Iowa Museum Association conference will be held in the Quad Cities on October 1st through 3rd. The Director, Program Coordinator, and Registrar are all considering attending for a single day or perhaps two days.

Alexander is scheduled to be out of the office August 28th through September 1st.

Director's Report: In Packet

Unfinished Business: Alexander has been asked by the AAM to be a peer reviewer for a museum in Arkansas.

New Business:

Next Board meeting – September 20, 2023, at 12:00 p.m.

Adjourn:

Moved/seconded by (Lawson/Haltmeyer) to adjourn. The motion carried and the meeting adjourned at 6:35 PM.

Respectfully submitted,

Aarzo Baharani
Secretary