

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER**

December 21, 2023

Present: Mark Latta, Brian Walter, Kathleen Haltmeyer, Geri Kent, Ann McCarthy, David Meloy, Mark Seaman

Absent: Aarzoo Baharani and Vince Lawson

Staff: Melanie Alexander

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

Visitors: None present.

Minutes: Minutes of the November 16, 2023, Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (McCarthy/Haltmeyer) to approve the minutes. Motion carried.

Bills for Approval: Bills in the amount of \$10,057.60 were presented, reviewed, and discussed. Moved/seconded (Meloy/Kent) to approve the bills as presented. Motion carried.

Credit Card for Approval:

A credit card in the amount of \$95.13 was presented, reviewed, and discussed. Moved/seconded (Walter/Haltmeyer) to approve the bills as presented. Motion carried.

Credit Card for Approval:

A credit card in the amount of \$346.50 was presented, reviewed, and discussed. Moved/seconded (Walter/Haltmeyer) to approve the bills as presented. Motion carried.

COMMITTEE REPORTS

Long-Range Planning:

On November 29th, several board members toured the Carriage House. The full board discussed the Carriage House and its future use as it relates to the building addition.

Finance & Budget:

The budget was submitted to the City Finance Office and City Administrator on December 12th. The request includes the addition of a parttime Marketing Coordinator, the adjustment of the Program Director (technically Art Center Aide) to the professional paygrade of Education Director, a capital outlay request to purchase five more benches in the Stanley Gallery, and some initial figures for the building addition broken into fiscal year budgets. The budget documents also discuss the upcoming retirements of two fulltime positions as well as the professional parttime position of Assistant Registrar. All three retirements are expected to occur in 2025-26, and the retirements have been formally discussed in budget request documents since 2021.

Collections:

Two paintings by Dorothy Young-Graham were purchased.

Building & Grounds:

The underground water tankards were drained before Thanksgiving. The final report for the Roy J. Carver Charitable Trust was sent in November. The final documentation for reimbursement, as well as filing the easement with Muscatine County, was submitted to the State Historic Preservation Office on December 1, 2023. There was a good response to the organization of Friends of the Japanese Garden.

Community Engagement:

Thank you to everyone who supported the Heartfelt and Handmade Ornament Competition and attended the Holiday Open House on December 7th.

Planning is underway for a series of events over June 6 – 7 with Terrance Simien and the Zydeco Experience. Simien is a two-time Grammy award winning artist who will offer three different experiences while in Muscatine including a workshop for kids and a free public performance.

The sculpture, *Zenith*, by artist Nathan Pierce was installed on November 16th. The Public Works Department plans to light the sculpture in spring 2024.

Personnel:

The compensation study undertaken by the City has been completed by a consultant. The findings of the study were shared at the City Council in-depth meeting on December 14th.

The Director will be on vacation the week of January 1st, returning on January 8th.

Director's Report: In Packet

Unfinished Business:**New Business:**

Next Board meeting – January 18, 2023, at 5:30 p.m.

Adjourn:

Moved/seconded by (McCarthy/Haltmeyer) to adjourn. The motion carried and the meeting adjourned.

Respectfully submitted,

Mark Seaman
Acting Secretary