

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

December 19, 2024

Present: Mark Latta, Aarzoo Baharani, David Meloy, Mark Seaman and Vince Lawson

Absent: Geri Kent, Sara Fitzer-Huston, Ann McCarthy, and Kathleen Haltmeyer

Staff: Melanie Alexander

Call to Order: The meeting was called to order by Latta at 12:00 PM.

Visitors: None present.

Minutes: Minutes of the November 21, 2024, Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Lawson/Meloy) to approve the minutes. Motion carried.

Bills for Approval: Bills in the amount of \$1,510.54 were presented, reviewed, and discussed. Moved/seconded (Seaman/Baharani) to approve the bills as presented. Motion carried.

Credit Card for Approval: None

COMMITTEE REPORTS

Long-Range Planning:

All three firms sent team members to the Art Center for a tour on December 11th. The site visit was discussed in detail with the Board

De Novo Marketing will present its works so far to the Board of Trustees on Friday, January 10th from 9:00 to 10:30 a.m. Board members are invited to gather at the Stanley Center for Peace and Security or to join the meeting via a personal device using a link.

Finance & Budget:

The annual budget materials were delivered to the City Administrator and Finance Director on December 13th. Alexander met with them both at her budget meeting.

Collections: Nothing to report.

Building & Grounds:

Todd from Aunt Rhodies was here to meet with Alexander and members of the Friends of the Japanese Garden. He has identified plants that did not survive the first year.

The first meeting of the new year with the Friends of the Japanese Garden will be scheduled in February.

Building and Grounds has contracted a contractor to fix the gutters and downspouts on the Musser Mansion.

Community Engagement

The "Heartfelt & Handmade Family Festival & Market" on December 7th was successful. The staff is finalizing income and expenses and gathering input from the vendors to determine how to improve the event.

The Muscatine Art Center will host the December 16th meeting of the city department heads, including the new City Administrator.

The family-friendly “Noon Year’s Eve Part” will take place on December 31st from 11:00 a.m. to 1:00 p.m.

The Muscatine Art Center is closed on December 24th and 25th and January 1st. On December 31st, the plan is to close at 2:00 p.m.

Personnel:

A job offer has been extended and accepted for the open Custodial position, pending a physical and background check. He will begin work on January 6, 2025.

With funds from the Roy J. Carver Trust enabling the overlap of the incoming and outgoing Registrar’s position for a six-month period, the Education Coordinator’s position was publicized. The application period closes on December 18th. While additional candidates are expected, there are several well-qualified individuals who have already applied with a variety of experience.

Director’s Report: In Packet

Unfinished Business:

New Business:

Next Board meeting – January 16 at 12:00 P.M.

Adjourn:

Moved/seconded by (Seaman/Baharani) to adjourn at 12:42 PM. The motion carried and the meeting adjourned.

Respectfully submitted,

Aarzo Baharani
Secretary
Muscatine Art Center Board of Trustees