

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER
December 16, 2025**

Present: Mark Post, Mark Butterworth, Kathleen Haltmeyer, Rebecca Schmertman, Mark Seaman, Vince Lawson, and Laurie Johnson (by phone).

Absent: Diana Tank and David Meloy

Staff: Melanie Alexander

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

Minutes: Minutes of the November 18, 2025, Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Butterworth/Seaman) to approve the minutes as amended. Motion carried.

Bills for Approval: Bills in the amount of \$1,817.64 were presented, reviewed, and discussed. Moved/seconded (Lawson/Schmertman) to approve the bills as presented. Motion carried.

Credit Card for Approval: Credit card bills in the amount of \$317.00 were presented, reviewed, and discussed. Moved/seconded (Lawson/Haltmeyer) to approve the bills as presented. Motion carried.

COMMITTEE REPORTS

Long-Range Planning:

Following the board's approval of the Eden+ proposal at the November meeting, Eden+ has provided a contract and NDA. There was discussion about an April start. They are approved for a 12 week feasibility study at this time. A motion was made by Lawson to approve signing of the Eden contract for the feasibility study by Seaman and Alexander. Motion was seconded by Schmertman. Motion carried.

Finance & Budget:

The presentation of the Muscatine Art Center's budget is scheduled for January 31, 2026. Alexander will be in attendance but is unsure how the process will run this year.

The Muscatine Art Center is a beneficiary of the William Runyon estate. His father Alva Runyon (1911-1990) was President of the Muscatine Art Center Board of Trustees and was a local artist with approximately 15 works in the Muscatine Art Center's collection. Funds are expected to be received at the Support Foundation before the end of 2025.

Collections:

Staff submitted the final grant report to the Roy J. Carver Charitable Trust Grant by the December 15, 2025 deadline.

The staff continues to work with the web development firm to bring the collection online. The technical complication has been more fully studied, and the workaround will be tested over the next week or so. There is still a chance that the website will be updated with the online collections feature prior to the end of 2025.

Building & Grounds:

Volunteers ran out of time to coat the water feature before the weather turned. This will happen in spring instead. Materials have already been purchased.

Community Engagement:

Following the Building and Grounds Committee's review of the rental policies and fees, the Engagement and Planning Committee met on December 8th to discuss the documents. Rental fees still go to the City's General Fund. Butterworth made a motion to implement the new rental fees and forms. Post seconded the motion. Motion passed.

Personnel:

Education Coordinator Rachael Mullins has resigned. Annette Hovland will step into the role starting on December 15th. Volunteer Lauri Wright Gann has also been added to the weekend roster. Lauri has been a front desk volunteer for several years, and this addition will provide more options when part-time staff is needed to cover Thursday night and weekend hours.

Alexander will be out on medical leave January 14th, and her return work day is tentatively February 4.

Director's Report: In Packet

Unfinished Business:

Lawson and Schmertman have volunteered to fill positions on the Personnel board.

New Business:

Next Board meeting – January 20, 2026 at 12:00 P.M.

Adjourn:

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

Respectfully submitted,

Vince Lawson
Secretary
Muscatine Art Center Board of Trustees