

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER
May 19, 2026**

Present: Mark Seaman (phone), Mark Post, Kathleen Haltmeyer, Rebecca Schmertman, David Meloy, Vince Lawson and Mark Butterworth.

Absent: Diana Tank

Staff: Lynn Bartenhagen, Barb Christensen

Visitors: Pat Carver, Karen Cooney, Kristine Conlon, Stephanie Rogmanoli, Leanna McCullough

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

Minutes: Minutes of the April 21, 2026, Regular Meeting of the Board of Trustees were reviewed and discussed. A correction in the Building & Grounds Section was made. The date for the first Japanese Garden wedding was corrected to read October 3, 2026 (not October 31). Moved/seconded (Butterworth/Post) to approve the minutes as corrected. Motion carried.

Bills for Approval: Bills in the amount of \$2,847.15 were presented, reviewed, and discussed. Moved/seconded (Haltmeyer/Butterworth) to approve the bills as presented. Motion carried.

COMMITTEE REPORTS

Long-Range Planning: Barb Christensen reported that she has been investigating several areas in which to look for changes to improve efficiencies at the Art Center. These include meeting with Friends leadership about their activities, discussing the role of Art Center Director in Public Art Advisory Board with Rich Klimes, studying fine arts insurance policy for cost saving changes, and meeting with Art Center staff to assess staff duties. Barb and Lynn have also been looking at the Art Center budget with help from LeAnna McCullough, City Finance, for how budget savings might be garnered. Barb expects to have a written report for Board by June 15 meeting.

Mark Seaman shared that plans are still being developed for fundraising and donor relations, with particular importance being placed on a capitol campaign.

Barb noted that the Muscatine Community Foundation has a grant writer and that they might be willing to help the Art Center identify and write grants.

Finance & Budget: There was discussion on rental events held at the Art Center and where the rental fees should be deposited. LeAnna McCullough explained that since events at the Art Center are on City property the rental fee should be made out to Muscatine Art Center and deposited with the City – they shouldn't go to Friends. When deposited with the City funds will be placed in the City's general fund coded as revenue for the Muscatine Art Center. These revenue deposits can be used by the Art Center as long as they are budgeted expenditures. Also, these revenue funds won't increase budgeted amounts or carry over into the next fiscal year for the Art Center but will offset taxpayer funds allocated by the City to the Art Center.

A discussion on the trust funds held by the City that benefit the Art Center was also conducted. Because the City has limitations on how these funds can be invested it was asked if they could be transferred to the Community Foundation where they could be invested more aggressively and provide a better return. LeAnna said she would investigate this possibility.

The subject of using credit cards at the Art Center was brought up again. LeAnna reiterated the City has restrictions on what credit cards and plans can be used and have found that minimum fees and usage requirements have made them economically questionable when used at the Art Center in the past. However, Fiends of the Muscatine Art Center, a separate 501 C 3 group, might be able to find a low-cost plan, such as Square, suitable for their use. Kathleen and Kristine volunteered to look into it.

Collections: David Meloy reported on Collections committee meeting with Katy Loos who recommended deaccessioning approximately 100 items, mostly prints, of low value, or not pertinent to Art Center collections. Moved/seconded (Haltmeyer/Schmertman) to approve deaccessioning items. Motion passed by voice vote.

Building & Grounds: Mulch has been spread in the Japanese Garden. The Garden volunteers usually meet on Wednesday mornings but may consider changing day.

It was reported that birds flying into windows in the connecting hall and injuring themselves is a continuing problem. The Building and Grounds committee was asked to look into the problem and possible solutions.

Personnel: Stephanie Romagnoli stated that the Director's position posting would be on City website until May 31 and several applications have already been received. Application documents from nine candidates showing the best qualifications for Art Center Director were shared with members of Executive and Personnel committees who were asked to choose and rank candidates for interviewing. A summary of results by Stephanie found four of the candidates consistently ranked high for interviewing. It was decided that the personnel committee develop a process for conducting phone/zoom meetings with chosen candidates with goal of inviting them for in-person interviews.

Lynn reported that a Collections intern, Maggie, started on May 19 and an Educational intern, Sage, will start on June 9.

Vince Lawson, Personnel Committee, reported that self-evaluation forms, part of an employee's annual review required by the City, had been completed by Lynn Bartenhagen and Katy Loos.

As of May19 Pat Carver has applied for Art Center Board vacancy position and has been approved by City Nominating Committee. Approval expected by City Council at next meeting.

Director's Report: In Packet

New Business:

Next Board meeting – June 15, 2026 at 12:00 P.M.

Adjourn: Moved/seconded by (Butterworth/Post) to adjourn. The motion carried and the meeting adjourned.

Respectfully submitted,

Vince Lawson
Secretary
Muscatine Art Center Board of Trustees