

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER
October 20, 2016**

Present: Kelly Rushford, Susan Freers, Jim Burr, Rochelle Conway, Brian Wright, Clair Penner and Melissa Snyder.

Absent: Jon Moravec and Toby McCarter

Staff: Melanie Alexander

Visitors:

Call to Order: Meeting was called to order by Rushford at 5:30 p.m.

Minutes: Minutes of the September 15, 2016 Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Snyder/Conway) to approve the minutes with a correction. Motion carried.

Bills and Credit Card Bills: Bills in the amount of \$13,059.54 were presented, reviewed and discussed. Moved/seconded (Wright/Freers) to approve the bills as presented. Motion carried. Credit card bills in the amount of \$279.56 were reviewed and discussed. Moved/seconded (Snyder/Conway) to approve the credit card bills as presented. Motion carried. Credit card bills in the amount of \$256.16 were reviewed and discussed. Moved/seconded (Conway/Freers) to approve the credit card bills as presented. Motion carried.

Out of town travel was discussed and reviewed. Motion to authorize Alexander to attend the American Alliance of Museums annual meeting May 7-10, 2017 in St. Louis, Missouri. Moved/seconded (Snyder/Burr). Motion carried.

COMMITTEE REPORTS

Collections: The Mary Musser Gilmore Collection has returned from the Hearst Center for the Arts. All loan items have now been returned. Alexander has been contacted by the family of June Rigler. They would like us to consider accepting the complete works of June Rigler. Discussion was tabled until the art is evaluated by the Collection Committee. There will be a meeting November 7, 2016 at noon.

Long-Range Planning:

Building & Grounds: The contractors have transitioned into the Stanley Gallery and Linkage with some work in the Carriage House. Foreman and Forge had installed the wall of windows in the Linkage and plan on beginning the Stanley Gallery. There are four pending change authorization requests: Track Lighting; Electrical Grounding; Cracked Sewer Pipe in the Carriage House; and Lighting in the Musser Mansion Basement. These will go before City Council in November.

Deferred Maintenance – Gutter/downspouts have been addressed. Tuck-pointing has been completed. The exterior wood has been painted. Roof replacement is still to come.

There have been issues with the lighting in the Cedar Street parking lot. Discussions with Musco are ongoing.

A motion was made/seconded (Freers/Burr) to direct Alexander to discuss carpeting in the Musser Mansion with Carriage House Carpet One.

Finance & Budget: Donations are coming in for the “Framing the Future” campaign. We have met our overall goal of \$350,000 pending two verbal commitments.

Updated budgets for the fiscal year and proposed budgets for next fiscal year are due to the Finance office and City Administrator in November. City Council will review the Muscatine Art Center budget in late January.

Personnel:

Nominations are needed for the Advisory Committee for the Support Foundation Fund at the Community Foundation of Greater Muscatine. We are seeking individuals who would be interested in serving on the committee. Alexander requests Board members have a list of names for the next meeting.

Two temporary employees will be added to fill in for weekend hours and Thursday evenings until the regular part-time employee is able to return.

Program/Publicity: The Peanuts...Naturally exhibition has arrived and will be set up.

The Repurposed Doors and Windows event raised \$1,800.

The October 16th event, “For the Love of Art Pottery” raised over \$1000.

December 18 there is a Holiday Party at the Orange Street Theater.

Director’s Report: In packet was reviewed and discussed.

Unfinished Business: None

New Business: Next Board meeting is November 17, 2016.

Adjourn: Moved/seconded (Snydacker/Freers) to adjourn. Motion carried and the meeting adjourned.

Respectfully submitted,
Susan Freers, Acting Secretary