

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
MUSCATINE ART CENTER**  
November 18, 2025

**Present:** David Meloy, Mark Post, Diana Tank, Kathleen Haltmeyer, Rebecca Schmertman, Mark Seaman (by phone), and Vince Lawson (by phone)

**Absent:** Laurie Johnson and Mark Butterworth

**Staff:** Melanie Alexander

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

**Minutes:** Minutes of the October 21, 2025, Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded (Haltmeyer/Tank) to approve the minutes as amended. Motion carried.

**Bills for Approval:** Bills in the amount of \$2,668.43 were presented, reviewed, and discussed. Moved/seconded (Haltmeyer/Post) to approve the bills as presented. Motion carried.

**Credit Card for Approval:** Credit card bills in the amount of \$84.00 were presented, reviewed, and discussed. Moved/seconded (Tank/Haltmeyer) to approve the bills as presented. Motion carried.

**COMMITTEE REPORTS**

**Long-Range Planning:**

The Executive Committee meet on November 12, 2025 and minutes were distributed to the board. The committee discussed proposals from Eden+ and de Novo Marketing and the contact received from BNIM. Haltmeyer motioned to proceed with the Eden+ feasibility study starting in April 2026. Seaman seconded the motion. Motion carried.

No further action with de Novo is planned at this time. The scope of work outlined by the architect will be reviewed at a future date.

The bylaws are to be amended to reflect that a majority vote by the Board of Trustees is all that is necessary to adjust the meeting date and time. The change to the bylaws will need to be voted upon three times. An adjustment may also need to be made to the area of the City Code pertaining to Muscatine Art Center.

**Finance & Budget:**

The first round of submissions for the annual budget process is due on November 19, 2025. It appears that the Muscatine Art Center's budget will be discussed by City Council on February 7, 2026.

**Collections:**

The Collections Committee met just prior to the Board of Trustees. The committee reviewed the tiering guidelines, and Alexander explained to the board that the tiers are to assist staff with collections management and decision making. The guidelines will be distributed to the full board. The list of possible deaccessions was reviewed again by the Collections Committee and presented for the full board's consideration. Haltmeyer made a motion to approve the deaccession list as presented. Tank seconded the motion. Motion carried.

The glitch preventing the launch of the online collections portal has been identified, and staff expects to be able to proceed with public portal in the near future. Staff will write and submit the final grant report to the Roy J. Carver Charitable Trust Grant by the December 15, 2025 deadline.

Six possible outgoing exhibitions were shared with the board. The next step is to determine the expenses associated with each exhibition, propose fees for each exhibition, and survey select museums to determine interest and viability of each exhibition. The goal is to narrow down to two exhibitions to fully develop with marketing materials, condition reports, income/expense estimates, shipping logistics, etc. Outgoing exhibitions only work if some of the generated income supports the additional hours required of staff to manage the program and offset actual expenses.

**Building & Grounds:**

The Building and Grounds Committee was satisfied with the rental policies and fees. The Engagement and Planning Committee is now set to review rental policies and fees.

The Muscatine Symphony Orchestra has opted not to use the Muscatine Art Center for its fundraiser in February citing space limitations.

The water feature in the Japanese Garden has been patched, but the coating has not been applied. This work will need to wait until spring. Features such as the pagoda-shaped lanterns have been covered for the winter.

**Community Engagement:**

Fieldtrips, homeschool, outreach, and presentations to groups including Musser Public Library staff, Leadership Muscatine, Newcomers Club, and others continue to keep the staff busy.

The Heartfelt & Handmade Ornament Competition / Family Festival / Market is returning this year. The ornaments will first be available for purchase on December 6<sup>th</sup> as part of the Family Festival and Market sponsored by SSAB and HNI Corporation. The Historic House is fully decorated.

**Personnel:**

December 8, 2025 has been set as the holiday luncheon for board, volunteers, and staff.

**Director's Report:** In Packet

**Unfinished Business:**

**New Business:**

Next Board meeting – December 16, 2025 at 12:00 P.M.

**Adjourn:**

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

Respectfully submitted,

Becky Schmertman  
Acting Secretary  
Muscatine Art Center Board of Trustees