

## **URBANDALE PUBLIC LIBRARY ART GALLERY COMMITTEE MINUTES**

**October 8, 2025**

**MEMBERS PRESENT:** Larry Kusmaul, Sandy Kusmaul, Ivan Martin, Tam Martin, Charlotte Saliers, Grace Saliers, Ted Saliers, Emma Thomas-McGinnis, & Cindy Willson

**MEMBERS ABSENT:** Jeff Suchomel

**STAFF PRESENT:** Nicholas Janning, Brianna Ryan, & Staci Stanton

**CITIZENS PRESENT:** None

**CALL TO ORDER:** Nicholas called the meeting to order at 5:32 p.m.

**APPROVE AGENDA:** The committee reviewed and approved the October agenda.

**APPROVE MINUTES:** The committee reviewed and approved the July minutes.

**CITIZENS FORUM:** None

**APPROVE TREASURER'S REPORT:** The committee reviewed and approved the report.

### **1. OLD BUSINESS**

- a. New Hanging System Progress
  - i. The remaining hanging equipment will be ordered soon to complete the front section of the gallery. The plan is to order 6 more rails and 1-2 rods or more hooks to meet the \$200 for free shipping.
  - ii. Charlotte mentioned that there would still be room in the budget to buy 2 new glass cases next year. She found a quote for two ~30"x 5'11" cases for around \$700.

### **2. STAFF REPORT**

- a. Nicholas reported that there have been no updates on future budget cuts.
- b. Nicholas will schedule the Urbandale Public Library Art Gallery Committee's annual presentation to the Public Art Committee when funds are requested for early spring next year.
- c. The transfer of the Art Gallery website is still in progress. The art gallery domain is set to expire in November 2025. The committee has decided to renew the domain for another two years and will ultimately have the domain redirect to the new art gallery page on the library website.

### **3. NEW BUSINESS**

- a. Update language in the "Welcome Artist and Timeline" document
  - i. The deadline for the contract was moved up to ensure that it would be received in a timely manner, as that is the most crucial item needed to allow an artist to exhibit.

- ii. The request for a 10% donation of sales was bolded and highlighted to help clarify that condition so it wouldn't be overlooked.
  - iii. A setup time of 1:00 PM was added as the standard install time for artists.
- b. Review Applicants for 2026 Exhibition Schedule
  - i. The committee reviewed 27 artists and groups that had applied to be in the Urbandale Public Library Art Gallery next year. In the submissions, artists included what medium they generally worked with, if they had a theme they wanted to explore, if they would be open to a solo or a shared exhibit, and examples of their work. Emma sent a score sheet with all the applicants to the committee to review the submissions and vote two weeks prior to the meeting. This allowed the committee to just review the top scorers and discuss which artists could be paired up. Ultimately, 16 artists were chosen to fill the 8 exhibit slots, with all artists sharing a space with another artist.
  - ii. Emma offered to contact all 16 applicants and work with the selected artists to lock down the 2026 gallery exhibit schedule. After she reaches out to everyone and finalizes the schedule, she will share it with the rest of the committee. Brianna will then contact the artists to schedule their optional art receptions so those dates can be included on the 2026 Art Gallery Schedule bookmark.

Next meeting is Wednesday, January 14, 2026, at 5:30 p.m.

The meeting adjourned at 6:47 p.m.

Respectfully submitted,

Charlotte Saliers

President

Attest: Brianna Ryan