



Urbandale Public Library Art Gallery Committee Bylaws

The Urbandale Public Library Art Gallery Committee is a subcommittee of the Urbandale Public Art Committee (PAC). The Urbandale Public Library Art Gallery shall operate subject to city operating procedures and guidance from the Public Art Committee. Membership is open to anyone who has a passion for the arts and an interest in promoting local artists.

Meetings of the Urbandale Public Library Art Gallery Committee will be held quarterly on the second Wednesday of the following months:

- January
- April
- July
- October

Meetings will be held at 6 p.m. at the Urbandale Public Library, unless otherwise communicated to the public. Meeting agendas will be distributed beforehand and posted on the library's website for the public. Meeting minutes will be taken at each meeting and posted on the library's website for the public.

Once a year, the Urbandale Public Library Art Gallery Committee shall present an update of art gallery operations at a regular meeting of the Public Art Committee. The committee shall have officers that will consist of a President, Vice-President, Secretary, and Treasurer.

- The President shall lead meetings and help the library staff prepare meeting agendas.
- The Vice-President shall assist the President.
- The Secretary shall maintain a membership list of the committee
- The Treasurer will receive and review expense reports as prepared by library staff.

Expenses shall be paid from the art gallery committee's budget. Purchases for the art gallery committee will be subject to the city's purchasing procedures. Income to the art gallery committee consists of donations from artwork sales and money requested from the Public Art Committee.

Adopted January 11th, 2023