

## URBANDALE PUBLIC LIBRARY ART GALLERY COMMITTEE MINUTES

September 7, 2022

**MEMBERS PRESENT:** Emma Thomas-McGinnis, Charlotte Saliers, Irene Cameron, Julia Dyche, Larry Kusmaul, Sandy Kusmaul

**MEMBERS ABSENT:** Ted Saliers, Nathalie Rose, Laura Travnicek

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

**CITIZENS PRESENT:** None

**CALL TO ORDER:** Emma called the meeting to order at 4:02 p.m.

Gina has stepped down from her role as hanging coordinator and will be leaving the committee (she is moving to another state). Charlotte volunteered to take over Gina's position for artist coordinator and arranging installation and tear down of exhibits.

The committee will be hanging the artwork for Jeff Klisares and Jeff Suchomel on Sunday, September 11<sup>th</sup>. Jeff Suchomel is interested in joining the committee when he moves to Urbandale.

The committee discussed the previous reception for Rusty Farrington.

- The art gallery will borrow a counter from staff to keep better attendance records for receptions.
- If nametags for art gallery cannot be located, new ones will be purchased/made by library
- Reception times will be shortened to one hour.
- Next reception is scheduled for Sunday, October 9 from 1-2 p.m.

Emma has been President for the past 6-7 years and expressed interest in stepping down from that position but continue managing marketing duties (website, newsletter, etc.). Emma provided a brief overview of the committee's marketing efforts:

- Uses Weebly for website and Mailchimp for newsletter (both free). The committee's mailing list has 300 people registered.
- Prints guest book and bookmarks at own cost but library will be responsible for printing moving forward.

Nicholas shared information regarding the committee's finances:

- Main source of revenue currently comes from donations from artists that sold work in the gallery.
- The committee currently has \$229.04.
- The committee can request up to \$1,000 each year from the Public Art Committee. Requests should ideally be submitted to the Public Art Committee in October.

- Charlotte has made funding requests to the Public Art Committee in the past and volunteered to continue to do so.
- Hanging system needs to be upgraded; Emma will research cost.

Nicholas explained that the committee needs to review the policies and procedures:

- Nicholas offered for library staff to review the policy and procedure documents and present the changes to committee at the next meeting. The committee agreed. The committee also expressed interest in creating a timeline document to track all the documents required from each artist.
- Emma has sole custody of the email and files on a Google drive.
  - Staff asked for access to the email. Emma will investigate giving access to staff.
  - Nicholas will consider whether we can purchase a general email address for the Art Gallery.
- Nicholas asked how often the committee needs to meet. The committee agreed that quarterly meetings are sufficient to conduct committee business. The committee will be meeting on the 2<sup>nd</sup> Wednesday of the month at 6 p.m.
- Ongoing expenses include printing and art tag mounting material (tape); reception supplies
  - Yearly printing costs estimated at \$50.
  - Reception (for year) estimated at \$250 (\$10-25 per reception).
  - Emma has purchased double-sided tape and boxes of stickers for artwork.
  - The committee uses the blue dots in the white box. The committee also could use more red circle stickers. Nicholas agreed to have staff pursue purchasing the stickers.
  - Nicholas offered to have library staff purchase supplies for the committee. This would avoid having committee members fill out reimbursement forms for purchases.

Next meeting to discuss updated documents (bylaws, waiver, etc.) is Wednesday, October 12 at 6 p.m.

The meeting adjourned at 4:46 P.M.

Respectfully submitted,

Emma Thomas-McGinnis  
President

Attest: Brianna Ryan