

# URBANDALE PUBLIC LIBRARY ART GALLERY COMMITTEE MINUTES

July 12, 2023

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

**MEMBERS ABSENT:** Julie Dyche, Laura Travnicek

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

**CITIZENS PRESENT:** None

**CALL TO ORDER:** Nicholas called the meeting to order at 6:00 p.m.

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

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

**CITIZENS FORUM:** None

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

## 1. NEW BUSINESS

### A. Art Day 2024: Share action plan template from Public Art Committee (PAC)

PAC has reached out to the committee about reviving Art Day and having PAC take the reins. The committee has expressed interest in letting someone else take over the event in the past and are fully supportive of PAC spearheading the organization of Art Day 2024.

Blake from PAC is part of their Art Day planning subcommittee and offered anyone on the Art Gallery Committee a seat on the PAC subcommittee if they wanted to be more involved.

The committee discussed how they could support PAC in Art Day planning, including reaching out to previous Art Day volunteers and instructors and creating a take-and-make craft.

## 2. STAFF REPORT

### A. Fiscal Year 2023-2024

#### i. Regular update to Public Art Committee by end of year?

PAC would like a yearly update/ overview of operations from the Art Gallery. The update could be given at any of their monthly meetings. Nicholas will follow up with PAC to see if that will fit into their November agenda.

Nicholas is compiling photos and tidbits in a PowerPoint to share at the PAC update meeting and encouraged the Art Gallery Committee to send anything they would like to have included in the presentation to him.

#### ii. Transition to new officers

Nicholas checked in with the new officers that were selected at the previous meeting in April to see if they had any concerns or questions about their new position. All officers reported they were doing well and had no questions.

#### iii. Recognition and Heritage Months

Nicholas shared that the City of Urbandale plans to officially recognize various heritage and awareness months throughout the year. All City Departments are encouraged to participate. The Art Gallery Committee will be reviewing new artist submissions in the Fall and if a selected artist uses their art to

celebrate their heritage the committee will work with the artist to align their exhibit with their respective heritage month.

1. List of City of Urbandale recognition months:
  - a. January – MLK Day
  - b. February – African American History Month
  - c. March – National Women’s History Month
  - d. April – National Arab American Heritage Month
  - e. May – Asian American and Pacific Islander Heritage Month
  - f. June – LGBTQ Pride Month, Caribbean American Heritage Month
  - g. September 15 - October 15<sup>th</sup> – National Hispanic and Latinx Heritage Month
  - h. October – National Disability Employment Awareness Month
  - i. November – National Native American Heritage Month

### 3. MISCELLANEOUS

#### A. Artist submissions for 2024 exhibit schedule

The committee will use the next meeting in October to review artist submissions for the 2024 exhibit lineup. Emma mentioned we want artists to apply by the end of September. Emma encouraged everyone to invite any artists we know to apply, and the Art Gallery and the Library will include the call for artists in their Newsletters.

#### B. Accessibility

##### i. Art Gallery Gmail

The Art Gallery Gmail had previously only been accessible by one person. To improve accessibility Brianna researched how to add delegates to a single Gmail. This will allow Library staff and the President and Vice-President of the Art Gallery Committee to all have access to the Gmail. Instructions were shared with Emma and Art Gallery Gmail delegates will be sent invites in the next week.

##### ii. Newsletter Service

The committee purchased a subscription to MailerLite to use as our new Newsletter service. Since it requires payment with a card the City Finance Department has requested a login to MailerLite for security reasons. Emma and Nicholas agreed to look into how many logins the MailerLite account can have and take the next steps.

Next meeting is Wednesday, October 11 at 6 p.m.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Charlotte Saliers

President

Attest: Brianna Ryan