

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MUSCATINE ART CENTER
October 17, 2019**

Present: Jim Burr, Marci Stephens, Jon Moravec, Brian Walter, Aarzo Baharani, and Sara Fitzer-Huston

Absent: Kelly Rushford, Mark Latta, and Susan Freers

Staff: Melanie Alexander

Call to Order: Meeting was called to order by Burr at 5:35 PM

Visitors: No Visitors

Minutes: Minutes of September 19, 2019 Regular Meeting of the Board of Trustees were reviewed and discussed. Moved/seconded Moravec/Walter) to approve the minutes. Motion carried.

Bills and Credit Card Bills: Bills in the amount of \$2,155.78 were presented, reviewed, and discussed. Moved/seconded (Fitzer-Huston/Baharani) to approve the bills as presented. Motion carried.

Credit Card bills in the amount of \$85.88 were presented, reviewed, and discussed. Moved/seconded (Walter/Stephens). Motion carried.

COMMITTEE REPORTS

Long-Range Planning:

Building & Grounds:

The repair of the Staff Parking Lot is beginning soon. The equipment is in the lot.

United Way Day of Caring was September 25, 2019. Most of the projects were completed, including painting all the display cases and cleaning all the glass on display. The fences and fire escape were painted by Day of caring and Building and Grounds

Collections:

The assessors for the Collections Assessment for Preservation were October 16-17 to evaluate the collections and facility. A report will follow at a later date. Overall the facility is in pretty good shape considering the age of the home. Storage challenges/ideas were discussed. Included in discussion was an HVAC System staff person who understands the system, data loggers, and UV filters on windows.

The Art Center received a large donation of Peter Mar toys and ads.

Finance & Budget:

We received a grant from the Community Foundation that will fund roughly half of the programing for Jacob Riis and includes the Christmas Lantern Show.

We have begun the budget process for the City of Muscatine by submitting accomplishments for the last year.

Community Engagement:

The State Historical Society of Iowa's Mobile Museum was here October 10-13th. All of Jefferson's fifth and sixth grade students went through the mobile museum.

Kids' Saturday Workshop: Dia de los Muertos on October 19th; Booked on Art: "Clara and Mr. Tiffany" on October 24th; "Ornament Workshop for Adults" on October 26th, "Drop-In House Tour" on November 2nd; "Household Cleaners DIY" on November 7th; "Nation STEAM Day" on November 8th; "Jane Addams" on November 9th; "Holiday Open House" on November 15th, "Magic Lantern Holiday Show" on November 22nd; "Laura Musser Tea Time for Kids" on November 23rd, "Kids Ornament Workshop" on November 30th; "Sunday with Santa" on December 8th; "Teddy Roosevelt" on December 8th; "Sister Cities Business After Hours" on December 12th. This list does not include Mini Masters or Red Barn Studio classes for adults. Staff also represented the Muscatine Art Center at the Swamp Stomp on September 22nd, Almost Friday Festival on September 26th, and Leadership Muscatine Community Organization Fair on October 11th. Staff will also be present at Halloween at the Y on October 25th.

Personnel:

There are several applicants we know about for the open position of Facilities Technician at the Muscatine Art Center and there could be more.

Director's Report:

Unfinished Business: None

New Business: The next Board meeting is November 21, 2019 at 5:30 PM.

Adjourn: Moved/seconded (Walter/Moravec) to adjourn. Motion carried and the meeting adjourned at 6:38 PM

Respectfully submitted,
Sara Fitzer- Huston
Secretary