

**\*\*\*ATTACHMENTS\*\*\***

**Minutes  
Mead Public Library  
Art Committee  
September 3, 2020**

A meeting of the Mead Public Library (MPL) Art Committee was held on Thursday, September 3, 2020. Present committee members: Nancy Mannchen, chair, Chris Campe and Sherry Speth. Board members present: Maeve Quinn and Marcos Guevara. Staff present: Garrett Erickson and Sydney Mehn.

**1. OPENING OF MEETING**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Mannchen called the meeting to order at 1:01 p.m. She determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES. Campe **moved** to approve the minutes of the December 5<sup>th</sup>, 2016 meeting. Speth **seconded**. The motion **passed**.

**2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

2.1 DISCUSSION AND POSSIBLE ACTION ON CAMERON MURALS IN QUIET STUDY ROOM

The committee began by hearing from board member Guevara. He expressed concern over the images not representing our library's vision to create a vibrant, informed and cohesive community. The mural in question depicts a scene of the first contact of Sheboygan Native Americans and settlers. A point was also raised about the accuracy of the painting, noting that the style of the Native American's was indicative of plains Indians versus what would have been a local tribe at the time, the Menominee. The group discussed various art policies from different public libraries as well as the current Mead challenged materials policy and donation policy. After some discussion, it was decided that the group would research more policies in the hopes of compiling one of our own which would include donations of art and potential deacquisition for future use. The group was also tasked with coming up with different scenarios on how this issue might be resolved to bring back to the next meeting.

**3. UPCOMING MEETINGS**

- 3.1 NEXT MEETING TBD

**4. ADJOURN**

- 4.1 ADJOURN. Campe **moved** to adjourn; Speth **seconded**. The motion **passed**. Mannchen concluded the meeting at 1:47 p.m.



## Art Policy

The Board of Trustees of the Eager Free Public Library supports temporary art exhibits in the Library. The purpose of this policy is to outline the policies and procedures by which the Eager Free Public Library will accept loaned art for display.

Art exhibitions at the library promote cultural appreciation, increase visitation to the Library, and further the Library's mission to open doors for curious minds by encouraging literacy, inspiring learning, and connecting people. Furthermore, offering art at the Library creates a number of opportunities for the Library to support the art education programs of the local schools.

### **Loans:**

The Library may hold temporary art exhibits. The exhibit shall be suitable for viewing in a public space and should be reflective of the Library and its mission. In general, no commercial activity will be associated with the exhibit unless it raises funds for the Library.

The Library is to be informed of the duration of the display and the manner in which the materials will be displayed. A loan agreement form must be completed prior to the exhibit. Great care is to be taken to ensure the materials are displayed in a professional manner. The Eager Free Public Library does NOT insure art works displayed in the Library during the time the item is on exhibit, in-transit, or stored on Library premises.

## Art Loan Agreement

The artist/exhibitor grants permission for the Eager Free Public Library to reproduce his/her name, information describing his/her work, representations of his/her work and any other information he/she has provided for the purpose of display, promotion, and publicity.

Artist/exhibitor agrees to display, pack, transport, and provide for the return of his/her artwork at his/her own risk and expense.

If the artist/exhibitor is not available on site to display, re-pack, or re-transport his/her work, then he/she gives the Eager Free Public Library permission to do so on his/her behalf at his/her own risk and expense. Works left over 30 days after the loan agreement expires become the property of the Eager Free Public Library.

**Release of Liability:** The Eager Free Public Library shall not be liable for any injury to the artist/exhibitor or for any damage or loss of the artist/exhibitor's work, equipment or other personal property arising out of the exhibitions/displays. The artist/exhibitor agrees to assume all risk of damage to or loss of his/her own art from whatever cause. The artist/exhibitor further agrees to release the Eager Free Public Library, its officers, directors, employees, volunteers, and agents from any and all liabilities and damages to art work and/or people as a result of any part of the exhibit/display.

**Insurance:** The artist/exhibitor shall be solely responsible to insure their work and property.

**Lender Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Item(s) on loan to the Eager Free Public Library:**

1. Name of Piece \_\_\_\_\_

Size \_\_\_\_\_ Media \_\_\_\_\_ Value \_\_\_\_\_

2. Name of Piece \_\_\_\_\_

Size \_\_\_\_\_ Media \_\_\_\_\_ Value \_\_\_\_\_

3. Name of Piece \_\_\_\_\_

Size \_\_\_\_\_ Media \_\_\_\_\_ Value \_\_\_\_\_

4. Name of Piece \_\_\_\_\_

Size \_\_\_\_\_ Media \_\_\_\_\_ Value \_\_\_\_\_

5. Name of Piece \_\_\_\_\_

Size \_\_\_\_\_ Media \_\_\_\_\_ Value \_\_\_\_\_

**Loan Dates**

The artwork(s) shall be on loan for the following dates: beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

I understand and agree to these provisions

Lender Signature \_\_\_\_\_

Date \_\_\_\_\_

Library (Borrower) Signature \_\_\_\_\_

Date \_\_\_\_\_

The purpose of this policy is to outline the policies and procedures by which the Nampa Public Library will accept donated or loaned art, or commission pieces for display.

Exhibitions of Art at the library promote cultural appreciation, increase visitation to the Library and further the Library's Values by *Respecting the history, cultural values and aesthetic appreciation within our community.*

**Art Committee:**

The Nampa Public Library Board of Trustees will establish an Art Committee to oversee public art planning and decision-making. The purpose of the Art Committee is to provide guidance, leadership and support to the Nampa Public Library Board of Trustees in its goal to obtain a selection of high quality public art to be on display at the Nampa Public Library.

Public art is defined as publicly accessible original art that enriches the library as it evokes meaning into the public realm. Public art takes a variety of forms and incorporates the site, and considers the context and the audience. The Art Committee will refer to the Nampa Public Library Art Plan that was established by management and written by the library art consultant.

The committee may consist of citizens, art professionals, members of the Library Board and Foundation, Nampa Art Commission and Art Guild and an assigned Library staff member. The individuals proposed as Art Committee members will be presented to the Library Board of Trustees for approval. Committee members will serve a two year rotating term, and may be appointed for two additional terms (6 consecutive year's total). During the evaluation of application materials, the committee will meet as often as necessary. Additional advisory members may be included as needed for specific tasks.

**Responsibilities of the Art Committee include:**

- Determining sites to be used.
- Prioritizing its tasks and projects to be accomplished.
- Establishing the commissioning process and overseeing the selection of artists.
- Recommending acceptance of art work for the Library's collection to the Library Board.
- Establishing guidelines and procedures for temporary exhibits and displays.
- Determining the methods for implementing projects. The Art Committee will identify project objectives, criteria, geographic restrictions for eligibility, budgets, timelines, etc., and will recommend to the Board of Trustees any resources needed, including the hiring of consultants or funds for art procurement.
- Providing a report to the Board of Trustees documenting the selection of works and upcoming exhibits.

**SOLICITATIONS/COMMISSIONS**

**Acceptance of Artwork commissioned or purchased into the permanent Collection:**

Artwork commissioned or purchased for inclusion in the Library's Art Collection shall be made formally through an established review procedure overseen by the Art Committee, and will be subject to final approval by the Library Board.

In the selection of artists and artwork, goals include:

- Creating a positive learning experience
- Maximizing the use of artists in the community (as resources)
- Using regional and national talent
- Ensuring durability, low maintenance, and code compliance
- Minimizing financial impact of Nampa Public Library for maintenance, upkeep, or staff time
- Ensuring sensitivity to the site and the architecture of Nampa Public Library
- Appealing and appropriate for all ages
- Ensuring high artistic quality and craftsmanship

Accessioning is a formal process whereby artwork is accepted by the Nampa Public Library and a permanent archival file and database record is created to document the artwork disposition, terms of its creation, and artist's statement and intent. Accessioning artwork into the Nampa Public Library art collection implies the application of professional standards of care, display and maintenance of the artwork.

The Artist's signed contract transferring title for the artwork and clearly defining the rights and responsibilities of all parties will accompany every acquisition.

Acquisitions result from the projects of the Art Committee, except in the case of gifts, which will be reviewed and accessioned in accordance with the policy on gifts. In the instance of art accepted that requires high maintenance, an additional gift of funds for maintenance may be required.

#### **Conflict of Interest:**

The following individual(s) may not apply for paid artwork commissions: employees of the Nampa Public Library, Trustees of the Nampa Public Library, members of the Art Committee; spouses, domestic partners, or immediate family of the above; or, any person who would be prohibited from doing so under local, state or federal law.

## **DONATIONS**

#### **Gifts of Artwork:**

The Nampa Public Library may receive offers of artwork for the public art collection. The potential donor shall make a proposal that will be presented to the Art Committee. Members of the Art Committee may voluntarily recuse themselves if a Conflict of Interest exists regarding gifts. In considering acceptance of works of art the Art Committee will utilize the following criteria:

- Does the work further the overall identity of the Library and enhance the existing collection?
- Is the work of high quality?
- Is the work durable?
- Does the gift require/ include a maintenance endowment, and provisions for lighting, security and insurance?
- Is there an appropriate location site available for the work?
- Is the offer of donation adequately documented? (as outlined below)
- Is the gift safe for public display?

The Library Board has no obligation to accept, display, or maintain any items donated to the Library. The Art Committee has the right to determine what item(s) offered to it for public display will be accepted, displayed or maintained by the Library, subject to final approval by the Library Board. Once an item is accepted, the Library shall be the sole owner of the donated item(s) and will have

the right, except as limited by written title documents, to deaccession any donated item(s) without providing notice to or obtaining the consent of the donor.

**Removal of Artwork from the Collection:**

Removal standards shall be such that they are applied after careful evaluation, and not because of changes in fashion and taste.

*Criteria for Removal:* An artwork may be considered for removal under the following conditions:

- The artwork has been damaged to the extent that repair is impractical or unfeasible, or the cost of repair or renovation is excessive in relation to the original cost of the work.
- The artwork is no longer appropriate for the site because of changes in use, character or design of the site
- The artwork endangers public safety.
- The artwork requires excessive maintenance or has faults of design or workmanship.
- The security and condition of the artwork cannot be reasonably guaranteed in the present site.
- There is not a suitable site for the artwork.
- The artwork has been stolen

**LOANS**

**Temporary Exhibit Program**

On occasion the Art Committee may commission temporary art exhibits by professional artists. The Art Committee will establish guidelines for temporary art exhibits. The exhibits shall promote art, other cultural appreciation, and visitation to the Library. The exhibit shall be suitable for viewing in a public space and should be reflective of the Library and its mission, vision and values. In general, no commercial activity will be associated with the exhibit unless it raises funds for the Library.

On occasion, temporary displays of work by non-professional artists may be presented to the committee for approval. The committee is to be informed of the duration of the display and the manner in which the materials will be displayed. Great care is to be taken to insure the materials are displayed in a professional manner. The City of Nampa does NOT insure art works displayed in public buildings during the time the item the art is on exhibit, in-transit or stored on library premises.

The Library does not serve as a sales agent for exhibited pieces. Exhibitors are encouraged to provide name, address and/or phone number for follow-up by interested viewers.