

**Art & Culture Commission Advisory Board Minutes via Zoom
Wednesday, February 3, 2021 5:00p.m.**

Present: Carrie Gilbert, Art & Culture Commission Chair, Beate Scheller, Lauren Beeney and Andrew Young (newly appointed member) Art & Culture Commission board members (ACC).

West Linn City Staff Present: Doug Erickson, Library Director, Melanie Nelson, Operation Supervisor/Assistant to the Director

Absent: Mary Kleffner (*excused*)
Nancy Monson (*excused*)
M.J. Steele (*excused*)
Mary Baumgardner, City Councilor & liaison to the Art & Culture Commission (*excused*)

1. **Call to Order:** Carrie Gilbert, Art & Culture Commission Chair called the meeting to order at 5:02pm
2. **Public Comments:** None
3. **Approval of Minutes:** 12.09.2020 Lauren Beeney motioned to approve & Beate Scheller 2nd minutes approved 4:0
4. **Carrie Gilbert, Arts & Culture Commission Chair:**
 - a. **New Appointment:** Welcome to Andrew Young. Carrie Gilbert brought Andrew up to speed on where ACC is on draft of guidelines.
 - b. **Art & Culture Commission guidelines with Bill Monahan:** Carrie Gilbert shared her screen with a copy of the draft of the ACC guidelines. Bill Monahan joined the meeting to answer legal questions from the ACC members. Issued discussed:
 - Bill Monahan discussed commissioned art vs. buying Art & a clean title
 - Suggested to review Lake Oswego, Milwaukie, Beaverton & Redmond for guidance on ACC guidelines (Carrie Gilbert reported Redmond's ACC was used to outline West Linn's draft guidelines).
 - Bill reported Lake Oswego's ACC went from a city entity to a 501c3
 - Also discussed was art may be bought, leased or rented- all will require a contract
 - It was agreed that the statement that (paraphrased) "artists are required to carry liability insurance". A further discussion will need to be had regarding specifics for different types of contracts depending on the art installation.

- Bill Monahan suggested the ACC reach out to the CIS, the City Insurance Company regarding liability insurance. Doug said he would facilitate contact for point person with CIS. Questions to consider: How art to be purchased/leased/rented by city? How to affix artwork? Insurance during transportation? Who is responsible for art after installation? Does artist install? Is there an insurance sign off after installation? What is CIS requirements to include in city inventory? Process for notification to insurer when art installation is removed?
- Andrew stated that in his experience, after inspection by city, then the city is the caretaker of the art and as such, the city is responsible for damage to the artwork. Andrew also stated in his experience that liability insurance coverage for artist is for when artist is installing or working on artwork and if there is an accident, artist cannot sue city.
- Doug reported he has in his archives a standard "conditions report" that he would supply as an example if ACC would like.
- Beate Scheller reported she has an example of an artist agreement from her experience working with the City of Tualatin- she is happy to share. Carrie stated that any & all examples are welcome.
- There was a short discussion on conflict of interest- see video on City of West Linn website for details.

c. Discussion of letter of support for the McLean House Pavilion: The McLean House requested a letter of recommendation from the ACC in support of installation of an outdoor pavilion at the McLean House. Doug Erickson, Library Director composed a letter of support from the library. An outdoor venue will enhance the continued collaboration between the library the McLean House. The pavilion could be used for a variety community events, including the arts. After a brief discussion, Lauren Beeney motioned to draft a letter of recommendation from the ACC. Carrie Gilbert 2nd the motion. Passed: 4:0

d. Update on planter project with Historic Main Street Project: Carrie Gilbert, Art & Culture Chair:

- Planters for Historic Main Street- Carrie Gilbert & Beate Scheller received an email (shared on screen) from Rebecca Hollenbeck, Executive Director, Historic Main Street that shared that the maintenance of the planters (living plants) may be on the back burner for a while. Rebecca was reaching out to see if there are other projects the ACC may be interested in participating in. Suggestions from ACC included: garbage cans or utility wraps etc. It was decided that Carrie & Beate would reach out to Rebecca to find a time for the two groups to meet together again in the next few months. Lauren Beeney reminded members there are other community organizations the ACC may work with on projects as well. Doug also reported on planters he found at Parkrose Hardware- all too small for the Main Street project (pictures emailed to members).

5. Board Comments: Reminder of Citizen Advisory Group training on February 22nd from 5pm to 8pm. The City Recorder should be sending out additional information. Carrie reported the Clackamas County Art Alliance is accepting applications for board/commission positions. Beate stated that Wilsonville Art and Culture has a logo. Should West Linn Art and Culture Commission have a logo? Beate wanted to get thoughts on ACC hosting a “virtual art show”?
6. Adjourn: Meeting adjourned at 6:32p.m.

Draft minutes respectfully submitted by:
Melanie Nelson
Library Operation Supervisor/Assistant to the Director
02.04.2021

Next Upcoming Meeting: Wednesday, March 3rd 5pm-7pm via Zoom