



ARTS COMMISSION  
AGENDA



**Tuesday, February 11, 2020**

3:30 p.m.

Calapooia Room, City Hall

333 Broadalbin Street SW

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. BUSINESS FROM THE PUBLIC
4. DISCUSSION ITEMS
  - a. Upstairs Gallery Modification
  - b. Downstairs Calapooia Mallard Relocation
  - c. Signage for City Hall Art Displays
  - d. Call to Artist Packet
5. ACTION ITEMS
6. BUSINESS FROM THE COMMISSION
7. NEXT MEETING DATE  
*The next regularly scheduled meeting is March 10, 2020*

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Manager's Office in advance of the meeting: [CMadmin@cityofalbany.net](mailto:CMadmin@cityofalbany.net) | 541-704-2307 or 541-917-7519.





## ALBANY ARTS COMMISSION

### MINUTES

Tuesday, January 14, 2020

3:30 p.m.

Calapooia Room, City Hall

**Approved: draft**

#### CALL TO ORDER

The meeting was called to order at 3:30 p.m.

#### ROLL CALL

Committee Members present: Julie Jackson, Jane Donovan, Melissa Babcock Saylor, Linda Herd (3:35), Rinee Merritt, Michael Winder, Cheryl French

Committee Members absent: None

Staff present: Kim Lyddane, Parks & Recreation Director; Melissa Kemmer, Clerk II

Guests present: Emma Eaton, Stephanie Low

#### APPROVAL OF MINUTES

October 8, 2019

MOTION: Commissioner French moved to approve the minutes as presented. Commissioner Merritt seconded the motion, and it passed 7-0.

#### BUSINESS FROM THE PUBLIC

Emma Eaton from the Cumberland Community Events Center informed the Commission about their organization. Eaton is hoping to form a partnership with the Commission. Brief discussion followed.

#### DISCUSSION ITEMS

a. Public Art Project

Lyddane noted the application to ODOT was submitted. The City hasn't been notified of the approval yet. Building Maintenance can help with the installation to reduce cost. Brief discussion followed.

b. Reappointments

Jackson and Saylor have been reappointed by Alex Johnson. Commission members are appointed by the Councilor of the ward they live in.

#### ACTION ITEMS

a. Election of Chair and Vice-Chair

**MOTION:** Linda Herd nominated Julie Jackson for Chair. Rinee Merritt seconded the motion. Rinee Merritt nominated Melissa Babcock Saylor for Vice-Chair. Linda Herd seconded the motion. **Vote:** 7-0 vote for Jackson as Chair and Babcock Saylor as Vice-Chair.

EXHIBITS

None

BUSINESS FROM THE COMMISSION

The Commission will have a retreat the first week of March to discuss future projects and funding. Brief discussion followed.

NEXT MEETING DATE: February 11, 2020; Calapooia Room, Albany, City Hall

ADJOURNMENT

The meeting was adjourned at approximately 4:30 p.m.

Submitted by,

Reviewed by,

*Signature on File*

*Signature on File*

Melissa Kemmer  
Clerk II

Kim Lyddane  
Parks & Recreation Director



[DATE]

Dear \_\_\_\_\_

Thank you for submitting your proposal for an exhibition at Albany City Hall. The Albany Arts Commission would like to offer you a solo/shared exhibition in 2021. In your submission email you noted that \_\_\_\_\_ would be your preferred month. Please email me back by \_\_\_\_\_ to confirm if these dates are acceptable.

I have attached a couple documents for you to review:

1. City Hall Gallery Information for Exhibiting Artists: general information you'll need to know to prepare for your exhibition at the City Hall Gallery.
2. The Loan Agreement Form: You and an arts commission volunteer will sign the loan agreement during your exhibit installation, but I wanted you to be able to look at it in advance. Our gallery volunteer, Stephanie Low, is also available to answer any other questions you may have at [stepahnielow7@gmail.com](mailto:stepahnielow7@gmail.com) (also cc'ed here).

Please email us back by \_\_\_\_\_ to confirm if you can show at City Hall Gallery from (\_\_\_). Thank you, and I look forward to hearing from you.

Sincerely,

[Arts Commission Gallery Chair's name], Arts Commission Gallery Chair





[Date]

Dear Mr. or Ms. \_\_\_\_\_,

The Albany Arts Commission has reviewed your comments and concerns in regard to some of the \_\_\_\_\_ that were on display in the City Hall Gallery as part of the \_\_\_\_\_ gallery show. The Arts Commission appreciates that you took the time to voice your views.

The Albany Arts Commission believes that public art promotes visually diverse and culturally rich environments that enhance our public spaces and contribute to the lives of our residents and visitors. Art exhibited in public places may awe, illuminate, challenge, unsettle, confound, provoke, and, at times, offend. The Arts Commission recognizes the privilege of living in a country where creating, exhibiting, and experiencing such work is a constitutional right.

Each year, the Albany Arts Commission releases a public Call to Artists and selects the artwork for the City Hall Gallery through a juried process. A committee of Arts Commissioners reviews the submissions and makes selections based on the criteria outlined in the City Hall Gallery Guidelines. This process allows that each month, a new art show is installed in the gallery, ensuring that a rich variety of work is exhibited throughout the year. To exhibit a work of art is not to endorse the work or the vision, ideas, and opinions of the artist. To exhibit a work is to uphold the right of all to experience diverse visions and views. One citizen may enjoy and value that which another does not. If and when questions arise from an exhibition the Albany Arts Commission welcomes public discussion with the belief that such discussion is integral to the experience of art.

The Albany Arts Commission encourages opportunities for artistic creation, exhibits, performances and events. In creating these arts opportunities and supporting diversity in artistic expression, the commission seeks to enrich the cultural life of all in our community and attract visitors from beyond it.

Thank you, again, for participating in the public conversation about art.

Sincerely,

[Arts Commission Chair's name], Arts Commission Chair



[DATE]

Dear \_\_\_\_\_,

Thank you for submitting work for the City Hall Gallery 2021 Call to Artists. The Albany Arts Commission received many strong portfolios for showing this year. Because the application process was very competitive, the Commission made the difficult decision not to award you a show in 2021. We recommend you re-apply in future years.

Thank you again for the time you took in submitting your work. If you have any questions, please contact me at \_\_\_\_\_ or at \_\_\_\_\_. Again, thank you for your interest and best of luck.

Sincerely,

[Arts Commission Gallery Chair's name], Arts Commission Gallery Chair



## Albany Arts Commission Gallery Information for Exhibiting Artists

- **About the Albany Arts Commission.** The Arts Commission is comprised of seven volunteers who advise the City Council on issues related to public art. Projects include raising funds for the purchase of City Hall art, overseeing rotating and temporary exhibits of art, developing a community strategy for public art, and selecting or rejecting art offered for donation.
- **Contact information.** If you have any questions about your gallery show, you can contact Stephanie Low, our lead gallery volunteer, at [stephanielow7@gmail.com](mailto:stephanielow7@gmail.com). A secondary contact is our Arts Commission Liaison Melissa Kemmer at [Melissa.kemmer@cityofalbany.net](mailto:Melissa.kemmer@cityofalbany.net) or (541) 917-7765.
- **Previewing the gallery.** You are strongly encouraged to check out the gallery before your installation day. The gallery is located inside Albany City Hall. The address and hours are:  
333 Broadalbin St SW  
Albany, Oregon 97321 10am-8pm  
Monday-Friday 8 a.m. – 5 p.m.  
Closed Saturdays and Sundays
- **Gallery and cases.** The gallery has a variety of different spaces and the sizes of your artwork will determine the number of pieces to be accommodated. Artists should have a minimum of 35 pieces. The display space will accommodate up to 80 pieces depending on the size. The Albany Arts Commission reserves the right to schedule two artists to exhibit at the same time should the proposed installation not have enough to fill the spaces.

Two display cases are available for three dimensional art. The cases are located on the ground floor of City Hall next to the main entrances. The display area of each case is 49.5" high x 55.5" wide x 10.25" deep. Use of scotch tape, Velcro, push pins or stick pins are allowed. The use of staples, thumbtacks, glue products, paste or rubber cement is prohibited.

- **Installation/De-installation dates.** The gallery volunteer will work with you to determine your installation and de-installation date and time. They will contact you about a month before your show to schedule these times. If you would like to schedule further in advance, get in touch with the gallery volunteer. All arrangements for scheduling the installation, exhibition, and removal of the show are at the discretion of Albany Arts Commission. A gallery volunteer will meet you on-site to answer any questions you may have and complete appropriate paperwork.
- **Installation/ De-installation.** As the artist, you are responsible for hanging and securing all pieces on display at City Hall.
- **Loan Agreement and Inventory List.** Artists are required to sign an "Incoming Loan Agreement" (please see enclosed). At the time of installation, please provide an inventory list that captures what you have installed and the value of each work. The inventory list will be kept on file. The artist is required to also sign the loan agreement once the works have been deinstalled.
- **Parking.** There are visitor spots located in the City Hall parking lot. Please use these for installation and de-installation.

- **Preparing your works for the exhibition.** Work that is deemed too fragile or unsafe for display will not be accepted. One criterion for determining the acceptability of art will be its space requirements or size. Suggested maximum weight is 15 lbs.; though considerations may be made. All pieces must be appropriately and securely framed and mounted for display. Each of the works of art need to be accompanied by an information tag with title, artist name, price (if desired), and medium. See enclosed example. The ideal preparation for hanging framed artwork is to attach D-rings on a screw plate on the left and right sides of the frame for wood frames, the equivalent hardware on metal frames, with wire attached across the back. For other mediums, please use the best practice methods for your pieces. No sawtooth hangers, staples, thumbtacks, glue products, paste or rubber cement. Command strips are allowed. Albany Arts Commission is prohibited from displaying pornographic or obscene material pursuant to ORS 167.087. Albany Arts Commission will be responsible for determining the quality and merits of the art. The commission reserves the right to refuse any art.
- **Marketing.** Albany Arts Commission will work with the City of Albany to advertise your exhibition via social media when possible. Artists are encouraged to promote their exhibits on their own social media platforms. Cross promotion for future exhibits is always appreciated to help keep the community informed about the gallery at City Hall.
- **Sales.** Artists may choose to price their art and make it available for sale. The Albany Arts Commission does charge a 15% commission on all sales. If a piece is sold, a red dot will be placed by the piece to indicate the sale. The Albany Arts Commission prefers to leave pieces up for the duration of the exhibition. The City of Albany will dispense payment to the artist after the exhibit minus the 15% commission. A W-9 is required from the artist for payment from the City of Albany. Proceeds go to the Albany Arts Commission, which is charged with supporting public art in Albany.

### Checklist for Artists

#### *Before your exhibition:*

- Prepare your display materials
  - Artist Statement or Biography
  - Exhibition labels with pricing
  - Prepare works for exhibition using D-rings or similar hardware

#### *Day of installation:*

- Exhibition Labels
- Exhibition Inventory List
- Sign-in your works on the loan agreement

#### *Day of De-installation:*

- Sign-out your works on the loan agreement
- Provide Gallery Volunteer with the total number and value of works sold



## Albany Arts Commission Gallery Loan Agreement

Date: \_\_\_\_\_

1. I (we) do hereby declare that I am (we are) the lawful owners of the below described property and/or have the legal authority to make this loan.
2. I (we) have read the conditions listed as follows and I (we) accept them. The lender agrees to the following conditions of the loan:
  - a. Items loaned to the Albany Arts Commission shall remain in its possession for the duration of the exhibit. There will be no exceptions.
  - b. Unless notified in writing to the contrary, the Albany Arts Commission may photograph, sketch, or otherwise reproduce the loans items only for purposes of record keeping, education, or publicity and not for purposes of securing financial remuneration from the sale of such photographs, sketches or reproductions.
  - c. Unless the Albany Arts Commission agrees to provide transportation of the loaned items to and/from City Hall, it will not be responsible for the moving of items.
  - d. The City of Albany and Albany Arts Commission will not be liable for damage to items that arrive damaged or have been damaged and repaired prior to delivery to City Hall. Items deemed too fragile for display, or unsafe for display, or which the gallery is physically unable to accommodate will be returned to the owner during the installation period. Owners of pieces loaned shall hold the City of Albany and the Albany Arts Commission harmless from any and all damages and liabilities incurred through the owner's or owner's agent's handling of pieces.
  - e. Artists are responsible for insuring their work during the exhibit. The City of Albany will not be responsible for loss, theft, or damage. It is the artists responsibility to hang their work in a way that will deter theft. Zip ties are available upon request.
  - f. The Albany Arts Commission reserves the right to determine whether an items will be displayed and for what length of time during the exhibit.

Lender's Name (print): \_\_\_\_\_

Lender's Signature: \_\_\_\_\_

Lender's Address: \_\_\_\_\_

Lender's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The items described below are received by the City of Albany Arts Commission as temporary loans for the purpose of display in City Hall for the period between \_\_\_\_\_ and \_\_\_\_\_.

Title/Description/Price (can note below or attach a word/excel document):

Received By: \_\_\_\_\_ on behalf for the City of Albany Arts Commission

Total Number of Pieces on Display: \_\_\_\_\_

Date Received for Exhibit: \_\_\_\_\_

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**Return**

Received by Lender (or Lender's Agent): \_\_\_\_\_

Total Number of Pieces Returned: \_\_\_\_\_

Date Returned: \_\_\_\_\_



## Albany Arts Commission Gallery Selection Criteria & Application Process

The Albany Arts Commission manages Albany's gallery at City Hall. We welcome requests for exhibit of all visual arts. Our gallery is located in the City Hall lobby, 333 Broadalbin St. SW, Albany, OR 97321. The following are our selection criteria and application process.

- All members of the community may submit their work to the Albany Arts Commission for consideration.
- Albany Arts Commission will jury artwork before exhibits are accepted. Artists will supply examples of work to the Albany Arts Commission before the deadline outlines below. Artists must include a short bio or artist's statement.
- Albany Arts Commission members will be subject to the same requirements as community members in exhibiting their work with these exceptions:
  - Albany Arts Commission members who submit work for consideration must publicly announce to the Commission that they have submitted work for consideration. That member will not be allowed to take part in the selection process.
- Work that is deemed too fragile or unsafe for display will not be accepted.
- One criterion for determining the acceptability of art will be its space requirements or size.
  - Suggested maximum weight is 15 lbs.; though considerations may be made.
- All pieces must be appropriately and securely framed and mounted for display as described in the Information for Exhibiting Artists handout.
- Each of the works of art need to be accompanied by an information tag with title, artist, price, and medium (if necessary).
- An inventory list of all items shown in the gallery is required by the Albany Arts Commission to be kept on file.
- Albany Arts Commission is prohibited from displaying pornographic or obscene material pursuant to ORS 167.087.
- Albany Arts Commission will be responsible for determining the quality and merits of the art. The Commission reserves the right to refuse any art.
- The artist is required to sign a "Loan Agreement" (please see attached).
- All arrangements for scheduling the installation, exhibition, and removal of the show are at the discretion of the Albany Arts Commission.
- Guilds and galleries are encouraged to apply and will be treated as a single artist/exhibit.
- Depending on the applicant pool, exhibits may be considered for one or two month periods.
- Artists may submit pieces for review each year; however, priority may be given to new artists.
- The artist may choose to price their art and make it available for sale.
  - The Albany Arts Commission takes a 15% commission on all pieces sold.
  - If a piece is sold, a red dot will be placed by the piece to indicate the sale. The Albany Arts Commission prefers to leave pieces up for the duration of the contract.

To submit your proposal, please send three documents by email or by mail:

1. **Sample images of the artist's proposed exhibition.** Please include digital images of up to 10 works which are representative of the proposed exhibition (jpg or tiff format-300 dpi resolution). Please compile all images in one document and submit as an email attachment (Word or PDF format). Alternatively, a hardcopy document or disc may be sent by mail and will be made available digitally for review. Additional close-up photos of the artwork are allowed, and do not need to be listed separately in the application material. Group applications should include images of all artists' work.
2. **Image List.** Please provide information on each submitted image: Title, media, size, year created. You may also include this information for works that are part of the exhibit, but not shown as one of the 10 sample images.
3. **Artist's information:**
  - Name (or contact for group entries)
  - Address
  - Telephone numbers (home, cell, and/or work number)
  - Email address
  - Artist's website (if applicable)
  - A brief artist's statement or a brief artist's bio that could be used in a press release, if selected
  - Estimated total number of pieces of exhibit
  - The months you are available for showing in 2021
  - Are you open to exhibiting with another artist per Albany Arts Commission discretion?
  - Have you displayed work at City Hall in the past? Would you like to submit new work samples for review?

Proposals should be received by **September 30, 2020 by 5 p.m.** Please send to Arts Commission Liaison, Melissa Kemmer.

Submission options:

1. By email (please attach documents as Word or PDF documents) to Melissa Kemmer at [Melissa.kemmer@cityofalbany.net](mailto:Melissa.kemmer@cityofalbany.net).

—or—

2. By mail or hand delivery Monday- Friday 8 a.m. – 5p.m. to the address below:

Albany Arts Commission  
Albany City Hall- Parks & Recreation Desk  
333 Broadalbin Street SW  
Albany, OR 97321

\*Note: these items will not be returned to the artist.

The commission makes this call on an annual basis. Artists of every level, novice to professional, are encouraged to apply.

**What:** 2021 Albany City Hall Gallery Call-to-Artists

**When:** September 30, 2020 by 5 p.m. deadline to apply. Artists will be notified if they have been selected within sixty (60) days.

**Additional Information:** Contact Melissa Kemmer, 541-917-7765 or [Melissa.kemmer@cityofalbany.net](mailto:Melissa.kemmer@cityofalbany.net)