

**CULTURAL SERVICES BOARD**  
**MEETING MINUTES**  
**Tuesday, April 24, 2018**  
**4:30 PM**

**LOVELAND MUSEUM**  
**503 N Lincoln Avenue, Loveland, CO 80537**

**I. Call Meeting to Order**

The April 24th, 2018 meeting of the Cultural Services Board was called to order at 4:30pm by Heather Fortin Rubald in the upstairs Conference Room of the Loveland Museum.

**Board Members Present:** Juanita Cisneros, Dr. Dierdre Cook, Jan DesJardin, Heather Fortin Rubald, Kris Ortmann, Libby Skowron, and Cornelia Winters.

**Staff Present:** Council Liaison John Fogle; Susan Ison, Cultural Services Director; Steve Lemmon, Rialto Theater Center Manager; Suzanne Janssen, Public Art Manager; Jennifer Cousino, Curator of History; and Tegan Hollen, Office Support Specialist.

**Additions or Corrections to the Agenda**

A Name of the Museum item was added to the Cultural Services Reports section of the agenda.

**Additions or Corrections to the March 27, 2018 Minutes**

There were no additions or corrections to the minutes.

**Approval of the March 27, 2018 Minutes**

Dr. Dierdre Cook motioned to approve the minutes. Cornelia Winters seconded the motion. The motion passed unanimously.

**Public Comments**

There were no public comments.

**II. Agenda Items**

**Board Reports**

**CSB Accomplishments Update** – Kris Ortmann reviewed the activities that CSB members participated in since the last meeting.

**Cultural Services Department Reports**

**Public Art Update** – Suzanne Janssen – Suzanne provided an update about current Public Art projects:

- *Bike Racks* – Artist Mark Leichter was commissioned to create a series of 3 1/2' tall bike racks that will be placed at various City buildings and trailheads. The racks were designed to look like bike chain links and are also known as 'link racks.'
- *Chilson Center* – Artist Mark Guglielmo provided a preliminary image of the photo mosaic he is creating for the Chilson Center. The Board provided Suzanne with feedback for Mark regarding changes to the image. The completed photo mosaic will be installed at the Chilson in late May and dedicated at a ceremony on May 29, 2018.
- *The Foundry – Shimmering Hues to Solar Muse* by artists James Dinh and Michael Stutz will be installed in late fall 2018 on *The Foundry* parking garage. An updated image of the piece from the latest Aha! brochure was provided for the Board.

**Cultural Master Plan** – Susan Ison spoke about the ongoing meetings scheduled by consultant Jill Stilwell to gather feedback about the creation of the master plan. Susan also provided a summary of the work done by staff to update the mission statement for the Cultural Services Department and asked the Board to discuss and choose one from the options presented. The Board unanimously approved the following mission statement: *Enriching lives and connecting our community through diverse arts and history experiences.*

**2019 Budget** – Susan Ison mentioned that staff are still working on compiling decision package requests that will be submitted with the core budget for 2019. Councilor Fogle added that images can now be submitted with these requests and suggested that staff do so where appropriate.

**Ballot Initiative Task Force** – Susan Ison explained that City Council would discuss whether the initiative, that will propose a sales tax increase to support capital improvement projects such as the Museum expansion, should be included on the ballot for 2019 instead of 2018 at their meeting tonight. This is due to the possibility of ballot measures being submitted by both Thompson R2-J and Larimer County for the same election.

**Pulliam Building** – Susan Ison reviewed the work required to make the Pulliam Building open for public use, which cannot be done with the current funding available. City Council will discuss ways to find additional funds for these updates or what updates can be made now until additional funds are available at their meeting on May 15, 2018.

**Residencies** – Susan Ison spoke about a recent discussion with the Risk Department about Museum and Rialto programming and ADA requirements. Changes will be needed at the Lone Tree School in North Lake Park to make it more accessible for future visitors, and similar accommodations will be required for artist and performer housing during their participation in residency programs.

**Rialto Theater Center Report** – Steve Lemmon spoke about current and upcoming performances and events at the Rialto Theater Center as well as other news:

- *Box Office Signage* – Dr. Dierdre Cook shared some feedback regarding the ticketing fee signage posted in the box office being confusing that she observed while volunteering. A discussion followed about the best way to communicate when and what fees are charged for tickets. Steve will investigate how to adjust prices to include fees in TicketForce, the software used for ticket sales, so the signage language can be changed.

- *Back Wall & Grease* – The owners of Henry’s Pub have begun to clean the grease on the back wall of the Rialto. Further discussion will be had about a long-term solution such as moving the grease traps/vents to another location or finding a way to cover and protect the bricks in the affected area.
- *Summer Concert Series* – Steve explained that moving the summer concerts to the Hammond Amphitheatre may not be a long-term option, so he would like to propose upgrades to the Foote Lagoon to make it a more sustainable and safe venue. Steve will also work with Susan Ison to explore having concerts in The Foundry plaza once construction is complete. Kris Ortmann suggested asking other City departments to offer materials at the concerts, such as trail maps from Parks & Recreation.

**Museum Report** – Museum and Public Art staff spoke about current and upcoming events and exhibits at the Loveland Museum as well as other news:

- *Name of Museum – Jennifer Cousino* – Jennifer was asked by Loveland Reporter-Herald Features Editor, Jackie Hutchins, which name to use in print for the Museum as there have been some used interchangeably. Previously, when the art galleries were added to the building, the name was changed to Loveland Museum/Gallery to emphasize that both history and art exhibits were available. When new logos were created for the Cultural Services Department divisions in 2015, the name was only Loveland Museum. In order to be consistent in all communications regarding the Museum, the Board discussed which name should be used moving forward and unanimously approved the use of Loveland Museum.
- *Historic Photo Book* – Jennifer Cousino is working with The Pediment Group, a publishing company, and the Loveland Reporter-Herald to create a new hardcover book of historic photographs from Loveland. This company has created similar books for a number of cities including Denver.
- *CWAM Conference* – Tegan Hollen spoke about attending the Colorado-Wyoming Association of Museums annual meeting in Cheyenne, Wyoming on April 12 – 14, 2018. Tegan felt the meeting provided helpful resources to use at the Museum, especially the sessions related to exhibit interpretation and volunteer engagement.
- *New Marketing Piece & CSB Volunteer Opportunities* – At a previous board meeting, Councilor John Fogle suggested creating coupons for the Museum and distributing them at community events. Acting on that suggestion, Jess Killingsworth, Cultural Services Marketing Coordinator, and Michelle Standiford, Cultural Services Graphic Designer, created a coupon and asked the Board to participate in distributing them at events such as the Loveland Farmers Markets and Summer Concerts. A schedule for sign up will be sent to the Board via email following the meeting.

### **City Council Report**

Councilor John Fogle offered an update about specific items being considered by City Council and other City news:

- *The Foundry* – The parking garage is scheduled to open in July 2018. The movie theater will be completed later than originally planned due to materials for other Foundry buildings being stored on the site until they are complete.

## Miscellaneous

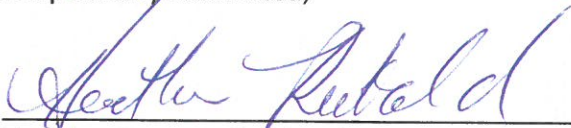
- Kris Ortmann asked about the status of the Museum blog. Tegan Hollen offered to ask Jess Killingsworth about the blog and will follow up with the Board at the next meeting.

**NEXT CULTURAL SERVICES BOARD MEETING:** Upon approval by City Council, Wednesday, June 13, 2018 at 4:30 pm in the Loveland Museum upstairs Conference Room.

## III. Adjournment

The Cultural Services Board meeting adjourned at 6:21pm.

Respectfully Submitted,



Heather Fortin Rubald, Cultural Services Board Chair

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