



AGENDA

MEETING OF THE ART COMMITTEE OF THE BLANCHARD/ SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES

FRIDAY, DECEMBER 13, 2024 – 10:00 AM.

BLANCHARD COMMUNITY LIBRARY

119 N. 8TH STREET

SANTA PAULA, CA 93060

www.blanchardlibrary.org

THIS MEETING WILL BE HELD IN PERSON AT THE LIBRARY

1. CALL TO ORDER

2. ROLL CALL

Chair..... Geraldine Barrows
Vice-Chair..... Maisha Cole Olson
Secretary Justin Formanek
Member Augie Diaz
Member John Nichols

3. APPROVAL OF THE ORDER OF THE AGENDA

4. PUBLIC COMMENT

Public comments are welcomed and encouraged. The chairperson will acknowledge visitors wishing to speak on a topic not on the committee meeting agenda. Only public comments relating to a topic on the agenda will be accepted. The Committee is prohibited from taking action on any item not part of the printed agenda. When addressing the Committee, please stand to be recognized, state your full name and address, and direct your comments to the entire Committee.

The Library Board of Trustees requests that speakers conduct themselves with civility and keep in mind the rights and well-being of all members of the Santa Paula community.

5. CONSENT AGENDA

A. Approval of Minutes: Meeting of November 8, 2024

6. COMMITTEE COMMENTS, CONCERNS, HANDOUTS

7. OLD BUSINESS

- A. Review Draft of Shively Memorial Wall protocols (information, discussion, possible action)
- B. Review Draft Art Collection Development Policy (information, discussion, possible action)

8. NEW BUSINESS

- A. Liquidating Items Not in the Permanent Collection (information, discussion, possible action)
- B. Proposal for Monthly Art Classes (information, discussion, possible action)

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9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact Justin Formanek, Library Director of the Blanchard/Santa Paula Community Library, at 805-525-3615 x301 or email justin.formanek@blanchardlibrary.org. Notification 48 hours before the meeting will enable reasonable arrangements to be made.



**MINUTES OF THE
MEETING OF THE ART COMMITTEE OF THE BLANCHARD/
SANTA PAULA LIBRARY DISTRICT BOARD OF TRUSTEES
FRIDAY, NOVEMBER 8, 2024 – 10:00 AM.**

1. CALL TO ORDER

The meeting was called to order at 10:10 a.m. by Library Trustee Barrows.

2. ROLL CALL

Committee members Barrows, Formanek, and Nichols were present. Member Diaz and Trustee Olson were absent.

3. APPROVAL OF THE ORDER OF THE AGENDA

Motion to approve the agenda (Formanek/Nichols) passed unanimously.

4. PUBLIC COMMENT

There were no public comments.

5. CONSENT AGENDA

Motion to approve the Consent Agenda (Barrows/Formanek) passed unanimously.

Trustee Olson arrived at 10:13 a.m.

6. COMMITTEE COMMENTS, CONCERNS, HANDOUTS

7. OLD BUSINESS

A. Discussion of Shively Memorial Wall protocols

Member Olson reported that a request for a proposal had been sent to the Santa Paula Society for the Arts (SPSA). She will follow up to ask that the item be added to the agenda for the SPSA's next meeting via email and copy the Art Committee.

B. Review of Recommendations for Accession/Sale of Items

The Committee discussed the process for accepting items when donated; when at all possible, Library staff should clarify ownership when accepting an item. Trustee Olson moved to affirm the Library Director has the authority to determine whether or not to refer a donation to the Art Committee for further consideration and accessioning.

The motion (Olson/Nichols) passed unanimously.

8. NEW BUSINESS

A. Review of Sales Procedure for items from Library Collection

The Committee reviewed the existing procedure outlined in the Library's approved "Art Collecting Policy." Member Nichols suggested contacting an auction house for organizing sales.

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B. Plans for “Santa Paula Memorial Quilt”

The Committee discussed plans for hanging the Memorial Quilt. Director Formanek and Trustee Barrows will coordinate cleaning of the quilt in preparation to hanging. The Committee will investigate methods for scanning the quilt for potential reproduction.

9. FUTURE AGENDA ITEMS

The organization of records detailing the permanent collection.

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:20 a.m.

Geraldine Barrows
Committee Chair

Justin Formanek
Committee Secretary



**ART COMMITTEE
AGENDA ITEM 7A**

REPORT: Shively Wall Protocols
PREPARED BY: Maisha Cole Olson

MEETING DATE: December 13, 2024
LOCATION: Blanchard Library

Consideration of an interim policy outlining the roles of the Art Committee and the Santa Paula Society of the Arts (SPSA) in managing the Shively Memorial Wall at the Blanchard Community Library.

Key Provisions:

- **Art Committee Responsibilities:** Overseeing artist selection, exhibition scheduling, and publicity.
- **SPSA Responsibilities:** Handling artwork sales, financial transactions, and providing sales support.
- **General Procedures:** Outlining the submission process for artists, selection criteria, and exhibition logistics.

Attachments

- Interim Shively Wall Policy Draft

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Diaz						
Formanek						
Nichols						
Olson						

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Interim Shively Wall Policy Draft

Purpose: This interim policy establishes the roles of the Art Committee and the Santa Paula Society of the Arts (SPSA) regarding the Shively Memorial Wall at the Blanchard Community Library.

Art Committee Responsibilities:

- The Art Committee, as described in the Library's Art Collection Development and Art Collecting Policy, will oversee the selection of artists and artwork to be displayed on the Shively Wall.
- The Art Committee will work with artists to schedule exhibition dates and ensure the artwork aligns with the Library's mission and the Shively Wall's purpose.
- The Art Committee will review and approve artist biographies and promotional materials for the exhibitions.
- The Art Committee will make recommendations to the Library Board of Trustees regarding the acceptance or rejection of artwork for display on the Shively Wall.
- The Art Committee will handle publicity for the Shively Wall exhibitions, including contacting newspapers and other media outlets.

SPSA Responsibilities:

- The SPSA will be responsible for running sales of artwork displayed on the Shively Wall, collecting a 25% commission fee plus sales tax.
- The SPSA will maintain a master list of artwork prices and make copies available to interested buyers.
- The SPSA will handle all financial transactions related to artwork sales, including collecting payments and issuing receipts.

General Procedures:

- Artists interested in exhibiting on the Shively Wall should submit a brief biography, proposed exhibition dates, and images of their work to the Art Committee.
- The Art Committee will review submissions and select artists based on the criteria outlined in the Library's Art Collection Development and Art Collecting Policy.
- Once an artist is selected, the Art Committee will work with them to finalize exhibition details, including dates, artwork selection, and publicity.
- The SPSA will be notified of the upcoming exhibition and will work with the artist to determine pricing and sales procedures.
- The SPSA will be present during exhibition hours to handle sales and answer questions from potential buyers.

This interim policy clarifies the roles of the Art Committee and the SPSA, streamlining the process of exhibiting and selling artwork on the Shively Wall.



**ART COMMITTEE
AGENDA ITEM 7B**

REPORT: Draft Art Collection Policy
PREPARED BY: Maisha Cole Olson

MEETING DATE: December 13, 2024
LOCATION: Blanchard Library

Review of guidelines for the development, management, and maintenance of the Library's Art collection.

Key Provisions:

- **Selection Criteria:** Outlines the criteria for selecting art pieces based on relevance, educational value, and diversity.
- **Deaccessioning:** Provides guidelines for removing items from the collection due to condition, relevance, duplication, use, or scope.
- **Art Collecting:** Defines criteria for accepting artwork donations and outlines the role of the Art Committee.
- **Policy Review:** Specifies the process for reviewing and updating the policy.

Attachments

- DRAFT_Blanchard Community Library Art Collection Development Policy

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Diaz						
Formanek						
Nichols						
Olson						

Blanchard Community Library Art Collection Development Policy

I. Purpose

- This policy provides guidelines for developing, managing, and maintaining the Library's Art collection of materials in all formats.
- The policy aims to ensure the art collection remains relevant to the community's needs and aligns with the Library's mission.

II. Guiding Principles

- **Selection:** Materials will be selected based on their relevance to the community, educational value, timeliness, accuracy, and diverse perspectives.
- **Intellectual Freedom:** The Library upholds the principles of intellectual freedom and access to information.
- **Balance and Diversity:** The collection will strive to represent a variety of viewpoints and reflect the diversity of the community.
- **Accountability and Transparency:** All decisions regarding the collection will be made in a transparent and accountable manner.
- **Ethical Considerations:** All acquisition and deaccessioning decisions will be conducted ethically and legally.

III. Deaccessioning

- **Criteria for Deaccessioning:** Items may be removed from the collection if they meet one or more of the following criteria:
 1. **Condition:** The item is damaged beyond repair or poses a health risk.
 2. **Relevance:** The item is outdated, superseded by newer editions, or no longer relevant to the community's needs.
 3. **Duplication:** The library holds multiple copies of the item, and the demand does not justify retaining all copies.
 4. **Use:** The item has not circulated in a significant period, indicating low demand.
 5. **Scope:** The item falls outside the scope of the library's collection as defined in the Library's Collection Development and Art Collecting Policies.
- **Procedure:**
 1. The Library Art Committee will identify potential items for deaccessioning.
 2. The Library Director will review the items and any restrictions on their disposal.

3. The Art Committee will review the items.
 4. The Library Director or Trustee on the Art Committee will present recommendations for deaccessioning to the Board of Trustees for final approval.
- **Methods of Deaccessioning:**
 1. **Donation:** Items may be donated to other libraries or non-profit organizations.
 2. **Sale:** Items may be sold through appropriate channels such as book sales or online auctions.
 3. **Exchange:** Items may be exchanged with other libraries.
 4. **Destruction:** Items may be destroyed as a last resort if they cannot be disposed of through other means.
 - **Proceeds from Deaccessioning:** Funds generated from the sale of deaccessioned items will be used to support the acquisition of new materials and enhance the library's collection.

IV. Art Collecting Policy

- **Scope:** This policy defines artwork as any two-dimensional or three-dimensional object of artistic significance, including but not limited to paintings, sculptures, prints, photographs, and mixed media works.
- **Criteria for Accepting Artwork:**
 - **Artistic Significance:** Determined by provenance, physical condition, association with artistic period, event, or individual, and artistic merit.
 - **Relevance to the Community:** Artwork should represent the community and align with the Library's mission.
 - **Congruity with Existing Collections:** Artwork should complement and enhance the existing collection.
 - **Condition:** The artwork should be in good condition or repairable.
 - **Provenance:** Clear documentation of the artwork's origin and ownership history is preferred.
- **Art Committee:**
 - **Composition:** The Art Committee is composed of Library Trustees, a community volunteer, and the Library Director.
 - **Responsibilities:**
 - Review and make recommendations on the acceptance or rejection of artwork donations.
 - Recommend deaccessioning of existing artwork based on the criteria outlined in this policy.
 - Seek expert advice on artwork valuation, conservation, and other matters as necessary.

- **Donation Value:** The donor is responsible for determining the value of the artwork being donated.
- **Ownership and Use:** The Library retains ownership of donated artwork unless otherwise agreed upon. The Library has the right to exhibit, reproduce, loan, trade, or sell donated artwork at its discretion.
- **Deaccessioning of Artwork:**
 - Follows the same general procedures and methods as outlined in Section III, with the additional involvement of the Art Committee as outlined in this policy.

V. Policy Review and Implementation

- The Library staff will receive training on this policy and its procedures.
- The policy will be reviewed and updated periodically by the Library Director and the Board of Trustees to ensure it remains relevant and effective.



**ART COMMITTEE
AGENDA ITEM 8B**

REPORT: Liquidating Items
PREPARED BY: John Nichols

MEETING DATE: December 13, 2024
LOCATION: Blanchard Library

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Diaz						
Formanek						
Nichols						
Olson						

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**ART COMMITTEE
AGENDA ITEM 8B**

REPORT: Monthly Art Classes
PREPARED BY: Maisha Cole Olson

MEETING DATE: December 13, 2024
LOCATION: Blanchard Library

Consideration of a proposal for a monthly art program at the Blanchard Library, offering a variety of in-person and online art activities for children and adults.

Key Points:

- **Program Structure:** Includes monthly themed in-person classes and online activities.
- **Target Audience:** Children (ages 6-12) and adults/teens (ages 13+).
- **Resource Requirements:** Staffing, materials, and marketing.
- **Expected Benefits:** Fostering creativity, community engagement, and lifelong learning.

Attachments

- Proposal for Monthly Art Classes at the Blanchard Library

	MOVED	SECOND	YES	NO	ABSTAIN	ABSENT
Barrows						
Diaz						
Formanek						
Nichols						
Olson						

Proposal for Monthly Art Classes at the Blanchard Library

Submitted by: Maisha Cole Perri

Date: 12/13/24

Introduction

Art provides a vital outlet for creativity, self-expression, and community engagement. This proposal outlines a plan to establish a monthly art program at the Blanchard Library, offering a mix of in-person classes and online resources for both children and adults. This initiative aligns with the library's mission to foster lifelong learning and creativity in a welcoming community space.

Program Overview

The monthly art program will feature:

1. **One In-Person Class:** A themed, hands-on art activity held at the library.
2. **Three Online Activities:** Step-by-step tutorials, templates, or prompts posted online for participants to complete at home.

The program will focus on accessible materials, encouraging participants to use items they may already have or can easily source.

Target Audience

- **Children (ages 6-12):** Activities designed to encourage exploration, imagination, and foundational art skills.
 - **Adults and Teens (ages 13+):** Workshops and prompts focusing on relaxation, skill-building, and artistic exploration.
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Monthly Themes and Activities

1. **January: Winter Wonderland**
 - **In-Person Activity:** Snowflake art using paper-cutting and watercolor resist techniques.

- **Online Activities:**
 - Build a winter landscape collage.
 - Create a cozy winter scene with oil pastels.
 - Learn simple embroidery by stitching snowflake designs.
- 2. **February: Love and Friendship**
 - **In-Person Activity:** Mixed-media Valentine's Day cards.
 - **Online Activities:**
 - Design a "heart mandala" using colored pencils.
 - Create a mini photo album for loved ones.
 - Paint a bouquet of flowers with watercolors.
- 3. **March: Nature's Awakening**
 - **In-Person Activity:** Pressed flower art on canvas.
 - **Online Activities:**
 - Learn to sketch botanical elements.
 - Make eco-prints using leaves and natural dyes.
 - Design your own seed packet artwork.
- 4. **April: Celebrate Earth**
 - **In-Person Activity:** Recycled art sculpture using household items.
 - **Online Activities:**
 - Paint a landscape inspired by your neighborhood.
 - Decorate plant pots with mosaic art.
 - Design a nature journal cover.
- 5. **May: Express Yourself**
 - **In-Person Activity:** Self-portrait collage with personal symbols.
 - **Online Activities:**
 - Write and illustrate a mini zine about yourself.
 - Create an abstract painting inspired by your favorite song.
 - Experiment with printmaking techniques.
- 6. **June: Summer Vibes**
 - **In-Person Activity:** Tie-dye or fabric painting.
 - **Online Activities:**
 - Create a beach-inspired watercolor.
 - Craft sun-catchers with tissue paper.
 - Design colorful summer bookmarks.
- 7. **July: Patriotic Creativity**
 - **In-Person Activity:** Paper lanterns or banners with patriotic designs.
 - **Online Activities:**
 - Create fireworks art using sponge painting.
 - Make a red, white, and blue mosaic from magazine cut-outs.
 - Design your own flag inspired by your family or heritage.
- 8. **August: Fun in the Sun**
 - **In-Person Activity:** Painted rock animals for gardens or decoration.
 - **Online Activities:**
 - Create a watercolor sunset landscape.

- Design a summer vacation postcard.
- Make a 3D paper sunshine mobile.

9. September: Back to School Art

- **In-Person Activity:** Decorate journals or pencil cases using mixed media.
- **Online Activities:**
 - Learn to draw a school-themed doodle alphabet.
 - Create a personal calendar or planner page with illustrations.
 - Design and paint bookmarks inspired by your favorite book.

10. October: Spooky Season

- **In-Person Activity:** Pumpkin painting or papier-mâché Halloween masks.
- **Online Activities:**
 - Make spooky silhouette art using black construction paper and pastels.
 - Craft paper-bag puppets of classic monsters.
 - Paint or draw a haunted house scene.

11. November: Giving Thanks

- **In-Person Activity:** Gratitude tree art using mixed media.
- **Online Activities:**
 - Design a “thankful turkey” collage with feathers representing gratitude.
 - Create hand-drawn thank-you cards.
 - Paint or sketch a family meal scene.

12. December: Holiday Cheer

- **In-Person Activity:** Create ornaments or holiday cards using printmaking techniques.
 - **Online Activities:**
 - Make a paper snow globe scene.
 - Create festive gift tags with watercolor or marker designs.
 - Draw or paint a winter village scene.
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Proposed Schedule

- **In-Person Class:** Held on the first Saturday of each month.
 - **Online Activities:** Posted weekly on the library's website and social media.
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Resources Needed

- **Staffing:** A part-time art instructor or local volunteers.
 - **Materials:** Basic supplies like paper, paint, brushes, markers, and recycled items.
 - **Marketing:** Flyers, social media posts, and an email newsletter to promote the program.
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Expected Benefits

1. Encourage creativity and skill-building in the community.
 2. Provide free or low-cost arts programming accessible to all.
 3. Foster intergenerational learning and connections.
 4. Expand the library's role as a hub for cultural and creative engagement.
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Conclusion

By hosting monthly art classes for kids and adults, the library can inspire creativity, strengthen community bonds, and make art an accessible part of everyday life. We look forward to discussing this proposal and exploring how we can bring this exciting program to the Blanchard Library.
