



ARTS COMMISSION



AGENDA

Tuesday July 8, 2025

3:30 P.M.

This meeting includes in-person and virtual participation.

Calapooia Room, City Hall

333 Broadalbin Street SW

<https://us06web.zoom.us/j/83342491623?pwd=0yHgwHllQxRIOiQGdJ1sF0Z9kCxXGk.1>

You can also dial in using your phone: +1 253 215 8782 Meeting ID: 833 4249 1623 Passcode: 110223

Microphones will be muted and webcams will be turned off for presenters and members of the public unless called upon to speak.

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

1. CALL TO ORDER
2. ROLL CALL
3. BUSINESS FROM THE PUBLIC

Persons wanting to provide comments may:

- 1- Email written comments to alocia.doyle@albanyoregon.gov including your name, before noon on the day before the meeting.
- 2- To comment virtually during the meeting, register by emailing alocia.doyle@albanyoregon.gov before noon on the day before the meeting, with your name. The chair will call upon those who have registered to speak.
- 3- Appear in person at the meeting and register to speak.

4. APPROVAL OF June 10, 2025, MINUTES [PAGE 2-4]
5. SCHEDULED BUSINESS
 - a. Discussion Items
 - 1) Public Art Guidelines-Lyddane
 - 2) Collaborative Tourism Program Grant-Lyddane
 - 3) Gallery Name Nominee-MacGregor
 - 4) Commission Communications- MacGregor

6. BUSINESS FROM THE MEMBERS
7. STAFF UPDATES
8. NEXT MEETING DATE: Tuesday, August 12, 2025
9. ADJOURNMENT

This meeting is accessible to the public via video connection. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: alocia.doyle@cityofalbany.gov or call 541-917-2760. Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the city website.

albanyoregon.gov





ALBANY ARTS COMMISSION



MINUTES

Tuesday, June 10, 2025

3:30 p.m.

Santiam Room, City Hall/Hybrid

Approved: Draft

Call to Order:

Nolan Streitberger called the meeting to order at 3:35 p.m.

Roll Call:

Members present: Nolan Streitberger, Leesa Bright, Leigh Matthews Bock, Erin Miller, Maddie MacGregor (virtually), Keith Lohse, Amanda Dant

Members absent: None

Staff present: Kim Lyddane, Parks and Recreation Director; Alocia Doyle, Adult Recreation Assistant

Others present: None

Business from the Public

None.

Approval of May 13, 2025, Minutes

3:36 p.m.

MOTION: Matthews Bock made a motion to approve the minutes with correction. Leesa Bright seconded, motion passes 7-0.

Scheduled Business

DISCUSSION ITEMS

- a. Gallery Name- Bright 3:37 p.m.
Bright informed the commission that they are still looking for people to name the gallery after. Bright asked the commission to put together information on the people they have found and send it to Alocia for the next meeting. Brief discussion followed.
- b. 2026 Calendar Spotlight Options-Lyddane 3:41 p.m.
Lyddane discussed having themes for the City Hall Art Gallery next year. The commission talked about possible themes and schedules. Brief discussion followed.

- c. Sale of Artwork Report-Bright 3:47 p.m.
The commission discussed the process of decommissioning art, selling art, and contacting artists. Brief discussion followed.
- d. Sale Procedure-Bright 3:53 p.m.
Bright asked how art sales will work once the Parks & Recreation reception counter closes. Lyddane talked about some possible ways to handle sales. Brief discussion followed.
- e. Update on Missing Artwork-Bright 3:57 p.m.
Bright updated the commission and let them know the artwork is still missing. The commission talked about the lease agreement and contract. Brief discussion followed.
- f. Collaborative Tourism Program Grant-Lyddane 4:00 p.m.
Lyddane gave the commission more information on the Collaborative Tourism Program grant, including the deadline to apply. The commission discussed possible projects they could apply the grant towards. Dant left the meeting during this topic. Brief discussion followed.

ACTION ITEMS 4:33 p.m.

- a. City Hall Gallery Artists-Approval of New Submissions

MOTION: Leesa Bright motioned to approve Vonnie Lincoln's artist application. Keith Lohse seconded, motion passes 6-0.

Brief discussion followed.

- b. City Hall Art Collection Next Steps- Bright
This topic was not discussed.

Business from the Commission 4:37 p.m.

MacGregor gave an update on the booth for the Pride Event. Lohse asked about decommissioned figures from a park that Lyddane had mentioned in a past meeting. Brief discussion followed.

Staff Updates 4:46 p.m.

Lyddane let the commission know when the budget goes to Council. Brief discussion followed.

Next Meeting Date

The next regularly scheduled meeting is on Tuesday, August 12, 2025.

Adjournment

Hearing no further business, Nolan Streitberger adjourned the meeting at 4:47 p.m.

Respectfully submitted,

Alocia Doyle,
Adult Recreation Assistant

Reviewed by,

Melissa Kemmer,
Clerk III

*Documents discussed at the meeting that are not in the agenda packet are archived in the record. The documents are available by emailing cityclerk@albanyoregon.gov.

1. INTRODUCTION & PURPOSE

The Albany Arts Commission was created by Albany City Council in January 1997 after the new City Hall was constructed. The Commission believes that art enriches the physical, economic, social and cultural well-being of the community. The Commission was created to:

- Manage the City Hall Arts Master Plan
 - Oversee rotating and changing exhibits
 - Raise funds for the purchase of additional artworks
 - Select or reject artwork offered to the City through donations or purchase
 - Maintain a permanent exhibit at City Hall
 - Catalog the public art collection in City Hall, the Albany Public Library, Carnegie Library, and at outdoor locations.
 - ~~Provide guidance to the City Council on public art in Albany~~
- Provide guidance to the City Council on public art in Albany
- Carry-out other art opportunities as approved by City Council

The Commission provides opportunities to increase awareness, appreciation, knowledge and education of public art by developing a sense of place, community pride and identity through the creation of new works. Public art provides an opportunity for artists to reach creative solutions to aesthetic opportunities.

The art collection of Albany is held in trust for the public. It seeks to engage people and capture the essence, diversity and personality of the City of Albany. The art collection complements the City's mission of providing quality public services for a better Albany community. The guidelines contained in this document define how the collection shall be developed and maintained, as well as how the City shall proceed with its public art initiatives.

2. MAINTENANCE OF THE PUBLIC ART COLLECTION

2.1 Cataloguing the Collection

The Albany Arts Commission as established by Resolution 3740 in 1997 and amended by City Council in 2023 with Resolution 7203, shall ensure that there is a current listing of all holdings in the City of Albany Public Art Collection, including all pertinent information such as title, artist, medium, accession date, placement and other information. In addition, the Albany Arts Commission shall, where appropriate, create catalogs describing the collection and make them available to the public.

2.2 Periodic Review

The Albany Arts Commission shall annually review all holdings in the art collection. During this review, the commission shall inventory the collection, examine the condition of each piece to determine any restoration or preservation needs, and examine the display or storage conditions of each piece. The review periodically estimates the value of each piece for

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insurance coverage and the City's fixed asset inventory. In addition, the Albany Arts Commission shall update the current listing of all holdings in the art collection catalogue.

2.3 Maintenance of Collection

The Albany Arts Commission shall be responsible for ~~recommending the performance of all~~ repairs, cleaning, labeling, etc. that may be necessary to maintain the public art collection. Should repairs to art in the collection be necessary, the committee shall coordinate the repair with City staff, professional services, and/or volunteers based on consultation with the artist and/or the maintenance plan on record. If the repair can be addressed by current City staff and resources, it should be addressed as quickly as possible. Should the repairs or activities require contractors or financial resources over \$200, the City staff liaison will discuss with City Leadership to determine financial resources, priority, and possible next steps. Should repairs to art in the collection be necessary, the committee shall coordinate the repair with professional services, volunteers or City staff, based on consultation with the artist and/or the maintenance plan on record.

City departments shall notify ~~the~~ appropriate City staff ~~and~~ Commission representative immediately if a work of art is either damaged or stolen, or if the participating department plans to move the art to another location or in any way disrupt the work of art.

2.4 Maintenance Instructions

When the City purchases, displays, or creates a new work of art, the artist shall be required to submit a maintenance plan and instructions to be kept on file by City staff. These instructions shall outline cleaning methods and materials for the artwork as well as a timeline and plan for regular maintenance of the work. The instructions shall be kept on file with the Albany Arts Commission and City staff.

2.5 Placement of Works of Art

While it is the intent that site specific works will remain in the site for which they were created, a piece may be moved if circumstances dictate. A reasonable effort shall be made to notify the artist in advance of the move.

3. ACQUISITION OF ARTWORK

3.1 Background

The City public art collection includes works that were in the City's possession prior to 20~~5~~⁴~~2~~⁵, works purchased with City's percent for Art funds, and gifts of art to the City. Artworks are acquired by the City of Albany through a thorough review process based on their innate quality and value to the collection as a whole.

The Albany Arts Commission shall have the responsibility for developing the City's art collection.

3.2 Art Selection Criteria

The value of every work of art is in the eye, ear and soul of each individual viewing it. A single work of art can foster a wide range of responses in the population viewing it. Because of this, art selection is, in part, a subjective process. Members of the Albany Arts Commission must, at all times,

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remember that they represent the public. The members of the commissions are selected because they possess expertise in the arts and humanities. They should understand the issues and strive to maintain a balance in their selection of art works.

The following sections define criteria, both mandatory and desired, to be considered during the accession process.

3.2.1 Required Conditions

All pieces of art selected for inclusion in the collection of the City of Albany must meet all of the following criteria:

1. Clear Title: The Artwork must be able to be transferred to the City of Albany with clear title. Purchased art shall be by a formal bill of sale from the owner(s) or artist(s). Contributed art must be accompanied by an appropriate deed of gift and documented appraised value based on previous sales.
2. Restrictions: Artwork accessioned by the City of Albany must not have attendant restrictions. The City will endeavor to acknowledge artists and donors in the display of artwork to the extent possible under the discretion of the committee.
3. Reflects Public Aesthetics: While recognizing the First Amendment freedom of artists to express themselves in any way they choose, the City of Albany reserves the right to not select pieces or projects which the Commission deems to not represent the values of the community. This does not mean a piece should be rejected simply because it might be controversial. One of the purposes of art is to show people a new way of looking at their environment, to share an artist's sometimes iconoclastic vision. Art can legitimately be intrusive, abrasive or unpopular. Failure to recognize this purpose for art can lead to an art collection that is simply "pretty" or "nice" without being ennobling or educational.
4. Original Works and Authentication: Only original works of art shall be accessioned for the collection. Fakes, unauthorized copies or reproductions are not acceptable. In cases where the authenticity of a piece could be reasonably questioned, it must be authenticated before accession. Art objects which are mass produced and of standard design are not allowed, however original prints, photographs, or cast sculptures may be purchased. Limited editions-~~of no more than 25~~, signed by the artists, may be considered on a limited basis.
5. Suitability: All art pieces must be suitable for display in a public setting. Sculpture must be able to be secured to prevent accidents. Pieces executed in fragile media must be able to be protected while displayed.
6. Maintenance and Security: The City of Albany can only accept artwork that the Albany Arts Commission and the City staff believe can, within the financial confines of the foreseeable future, be adequately and safely displayed, maintained and reasonably secured.

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3.2.2 Desired Attributes

The criteria listed below describe the desired attributes of all art in the collection. Selected pieces should meet most, if not all, of these attributes to a high degree.

1. **Artistic Excellence:** Art selected for the collection should represent the skill and competence of the originator(s), and should be an example of artistic excellence. Accepted works of art shall be of exceptional quality and enduring value as judged by the Albany Arts Commission. The definition of artistic excellence changes over time, but the collection should always be representative of the best examples available.
2. **Variety of Media, Styles and Techniques:** Within the guidelines above for suitability of form for a public setting, art selected for the collection should broaden the range of media and techniques represented in the collection.
3. **Represents Artists of Varying Acclaim:** Some art collections strive for excellence by selecting only works from recognized 'name' artists. The collection of the City of Albany should strive to represent works from a wide range of artists of varied public status. Art should be chosen solely on the basis of intrinsic merit. A piece from a well-known artist should not be presumed to have more artistic merit than a piece from a relatively unknown artist.
4. **Value:** Because an aspect of the value of an art piece is the response of each individual to that art, value is difficult to assign. However, the price of any proposed piece of art should represent a responsible investment for the City collection. All art pieces may be authenticated by an art consulting or appraisal firm to authenticate value at the discretion of the Albany Arts Commission. This action is recommended when a piece of art has a price of more than \$10,000.
5. **Selected for Specific Site:** Major art pieces should be selected as part of a process that takes into account the formal display site for the piece. This should be considered in terms of how well the piece fits an intended space and the environment. This not only requires consideration of the size and environmental harmony of a piece, but also how well it fits into the land use patterns of the area in which it will be placed.

3.3 Methods of Accession

There are several ways that a work of art may be accessioned. The selection criteria listed in Section 3.2 apply to all works, regardless of the particular accession method used to bring a piece to the City collection.

When funds become available to accession art, the Albany Arts Commission may use one of several processes: open competition, artist invitation and direct purchase. In addition, artwork may be added to the collection through a direct contribution of art or funds to purchase or commission a work of art. The choice of accession method shall be determined by the Albany Arts Commission.

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3.3.1 Open Competition

In open competition, any artist is invited to submit pieces or delineated proposals for consideration. A “Call to Artists” is advertised within a designated region (local, regional, national, international, etc.) inviting all artists within the region to submit a proposal. The competition may be held for a single piece, a single site, or a number of site or pieces. The Albany Arts Commission evaluates the contender and selects the piece or proposal that best fits the criteria and the needs of the site(s).

The Albany Arts Commission may decide that no entry fits the criteria or is suitable. For competitions held to populate several sites, this means that one or more sites may go unfilled. The Albany Arts Commission may choose to leave the site unfilled, and add that site to the list of potential future accessions.

3.3.2 Direct Purchase

The Albany Arts Commission may choose to purchase a piece of existing art, from a gallery or dealer, from a private individual or from the artist directly. Such purchases shall conform to the criteria in Section 3.2.

3.3.3 Artist Invitation

The Albany Arts Commission may choose to invite one or more artists to submit proposals to create a project for a specific site(s). The Commission should work closely with the selected artist from the beginning of the project, making clear the criteria in the policy. The artist should be asked to submit proposal sketches or models for approval before beginning the final work, with opportunities to periodically view the work during different stages of completion to insure the criteria are being met.

Criteria for when invitations will be sent will be based on the needs for the project and its specific site.

3.3.4 Donations

At times civic-minded citizens may wish to contribute to the public art process. They may do so by directly contributing funds to purchase a work of art, commissioning a work of art and then donating it to the City, and directly contribute to the public art process. *See Section 6. Donations and Memorials* for a more detailed explanation of how donations are reviewed and accepted.

3.4 Process for Accessioning Artwork

The Albany Arts Commission, in meeting the Goals of the City of Albany, shall oversee the development of goals and process for the selection, placement and maintenance of works of art.

The Albany Arts Commission shall confirm the available budget, identify the site for the work(s) of art, identify the goals of the project, and if appropriate, form a selection committee to choose the artist and/or artwork, and determine the most appropriate accession method in each circumstance,

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depending upon the project funding source.

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In initiating any public art project, the Albany Arts Commission shall:

1. Identify the goals of the art project.

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2. Confirm the total project budget available for purchase of services and/or artwork, including installation costs.

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3. Identify a site for the final location of art. If the Commission is considering a site in the public right-of-way, all appropriate departments must be consulted before the site is finalized. Likewise if any elements of a project fall under the jurisdiction of another department, that department must be consulted early in the selection process.

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1. Identify the goals of the art project.

4. Determine which acquisition method, according to *Section 3.3, Methods of Accession*, is most appropriate based upon the project goals.

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5. Establish a selection process that addresses the project. The ~~committee~~Commission shall keep in mind the City's goals of maintaining artistic integrity and encouraging public involvement, as needed, in each selection process.

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6. Select an artist and/or art purchase / commission through a majority vote.

3.5 Artist Selection Criteria

Artists will be selected on the basis of their qualifications as demonstrated by past work, appropriateness of the proposal to the particular project, and its probability of successful completion as determined by the Albany Arts Commission. In selecting artists and works of art, the Albany Arts Commission shall select those artists and works of art of the highest aesthetic quality, and those that fulfill the purpose of the ~~Commission~~ity's art selection criteria as set forth in Section 3.2. In all cases, consideration will be given to materials, construction, durability (long or short term, depending on the intended life of the piece), maintenance, public access and safety.

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The Albany Arts Commission may utilize an invitation process in lieu of open competition in order to simplify the selection process. Criteria for when invitations will be sent will be based on the needs for the project and its specific site.

3.6 Artist Contracts

The City shall enter into a contractual agreement any time an artist is hired to perform services for the City. The contract should define the scope of work for artist services and payment procedure for the purchase or commissioning of a work of art. The contract shall require the artist to do, but is not limited to, the following:

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1. Produce a work of art for a guaranteed maximum cost, including all installation costs.
2. Maintain public liability and property damage insurance as well as workers compensation insurance. If the artist does not routinely carry this insurance in the amount specified by the contract, proof of purchase of coverage for insurance should be included in the total proposal.
3. ~~Submit the following items before final payment is authorized:~~the Accession Information Form before final payment is authorized (see Attachment A).
 - ~~a. Submit a completed catalogue form that describes the work of art (materials, size, weight, artist biography, address, current contact information and alternative contact information)~~
 - ~~b. Digital photos, video and/or audio of the process of the works creation and documentation of aspects of the project~~
 - ~~c. A public art conservation and maintenance program giving detailed instructions for cleaning and maintaining the artwork. This report will include, but not be limited to, frequency of cleaning, method and materials used, and any other recommendations for maintaining artwork. Report shall also provide detailed description of all materials and processes used to fabricate art, and names and addresses of materials suppliers, fabrication and installation process of artwork.~~

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4. GENERATION OF REVENUE

4.1 Overview

The Albany Arts Commission is tasked with evaluating, advocating for, and implementing methods to generate revenue for the City of Albany's public art program. These revenue generation techniques may include establishing programs to sell art, rent art display space to artists, and participate in revenue generating events.

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In addition to the above revenue generation techniques, the Albany Arts Commission may recommend to the City Council researching and evaluating potential public funding methods for the Public Art Program.

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These funds will be leveraged with grant opportunities to increase the City's public art collection, and public art programs as determined by the Albany Arts Commission. The City of Albany will reserve all revenue generated by the Public Art Program activities for the exclusive use of the Public Art Program to be allocated by the Albany Arts Commission. The method of separation of public art funds shall be at the discretion of the Finance Director based on the established budgetary systems of the City of Albany. Such methods may include ~~setting up a direct public art fund or a public art budgetary line item project accounting for the Arts Commission.~~ Funds may also be retained with the Parks & Recreation Foundation .

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5. DEACCESSIONING WORKS OF ART

5.1 Background

The decision to remove a piece from the collection is as important as the decision to accession it originally. The world of art is constantly growing, and something that was revolutionary or revealing in the past may become trite or too-well explored.

The world of art is also affected by fashion. The Albany Arts Commission must be aware of the distinction between out of date and out of style. The deaccession process should not result in the loss of classic work, even if it represents an earlier period.

~~Deaccession of projects from the collection shall be based principally on issues of artistic merit or if the artwork has been irreparably damaged. No project from the art collection shall be sold primarily for monetary gain with the intention to use the funds for purposes other than art collection.~~

5.2 Deaccession Policy

Deaccessioning is a procedure for the withdrawal of an artwork from the public collection. ~~Deaccessioning should be considered only after ten years have elapsed from the date of installation of permanent works and acceptance in the case of portable works or under special circumstances (e.g., the piece has been damaged beyond repair).~~ Deaccessioning will be considered only after a careful and impartial evaluation of the artwork within the context of the collection as a whole. At the beginning of the process, the Albany Arts Commission will make reasonable effort to notify any artist(s) or artist's estate whose work is being considered for deaccessioning.

5.3 Eligible Artworks

All artworks owned by the City of Albany are eligible for deaccessioning. In the case of donated artworks, all legal documents relating to the donation will be reviewed prior to beginning the process.

5.4 Deaccessioning Procedure

~~Should it be deemed necessary, the Albany Arts Commission may elect to appoint a deaccessioning subcommittee. Should a subcommittee be formed, this subcommittee will consist of no more than two (2) arts professionals or experts, three (3) members of the subcommittee may be members of the Albany Arts Commission, and an art appraiser or consultant, if deemed necessary. All subcommittee meetings will be publicly noticed. Should a subcommittee be formed, the committee shall consist of an odd number of members, with no more than five members total. If the value of the artwork is less than \$15,000, the Albany Arts Commission may informally appraise the artwork.~~

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However, if there is any doubt as to the value of the piece the Albany Arts Commission must secure

~~the services of an appraiser or consultant.~~

5.55.4 Criteria for Deaccessioning

The Albany Arts Commission may consider the deaccessioning of artwork for one or more of the following reasons:

1. A work is not, or is only rarely, on display because of lack of a suitable site and space.
2. The condition or security of the artwork cannot be reasonably guaranteed.
3. The artwork has been damaged or has deteriorated and repair is impractical or unfeasible.
4. The artwork endangers public safety.
5. In the case of site specific artwork, the artwork is destroyed by severely altering its relationship to the site.
6. The artwork has been determined to be significantly incompatible or inferior in the context of the collection.
7. The City wishes to replace the artwork with work of more significance.
8. The artwork requires excessive maintenance or has faults of design or workmanship.

9. There has been sustained and overwhelming public objection to the artwork.

9.10. The City holds the authority to deaccession as they see fit.

5.65.5 Sequence of Action

1. The Albany Arts ~~Commission or the subcommittee appointed by the Albany Arts Commission~~ shall determine whether an artwork meets one of the criteria listed in Section 5.5 above.
2. A ~~representative Arts Commission Chair from the appointed committee~~ shall submit a report to the City staff, which will submit report to the -City Attorney on any restrictions that may apply to the specific work.
3. The Albany Arts Commission shall review the report. The ~~Committee-Commission~~ may seek additional information regarding the work from the artists, art galleries, curators, appraisers or other professionals prior to making a recommendation.
4. The Albany Arts Commission shall provide a report to the City Council of the intended deaccessioning prior to its completion.
5. After consultation with the City Council, the Albany Arts Commission shall consider the

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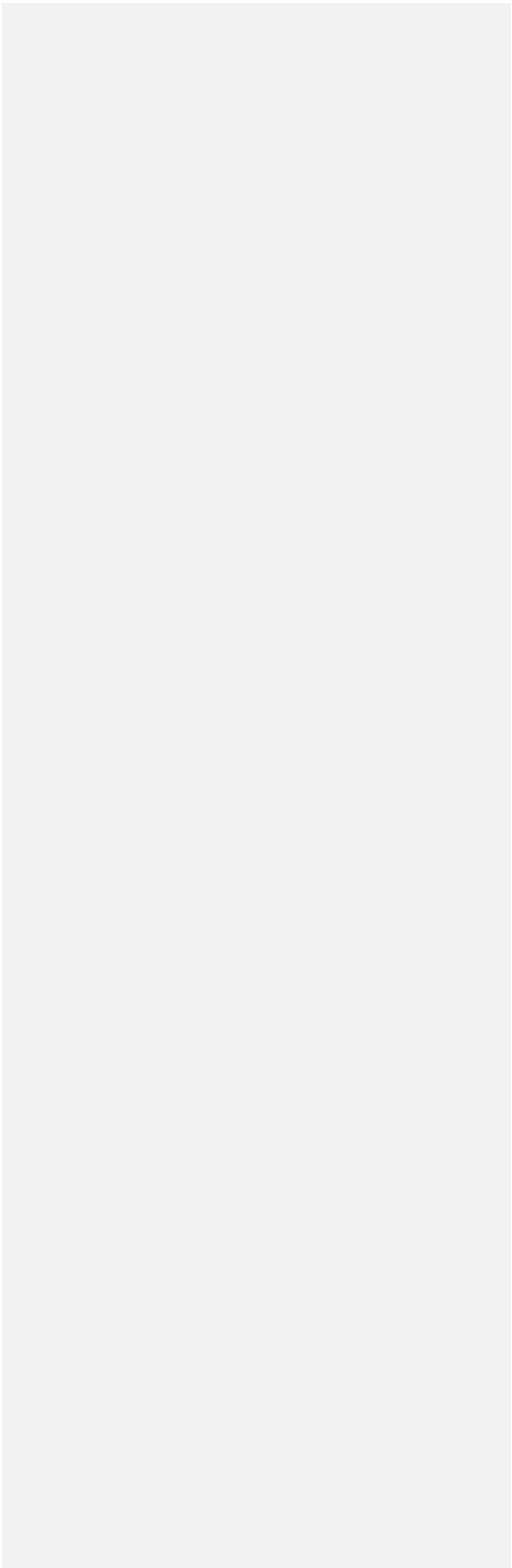
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following actions:

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a. Sale or Trade

- i. Artist will be given first option to purchase or trade artwork.
 - ii. Sale may be through auction, gallery resale or direct bidding by individuals, in compliance with City law and policies governing surplus property.
 - iii. Trade may be through artist, gallery, museum or other institutions for one or more artwork(s) of comparable value by the same artist.
 - iv. No works of art shall be sold or traded to members or staff of the City, City Officials, or Albany Arts Commission, consistent with the conflict of interest policies.
 - v. Proceeds from the sale of a work of art shall be returned to the Albany Arts Commission ~~account either through the City budget or the Parks & Recreation Foundation. Funds from the sale of gifts shall go into the Albany Parks & Recreation Foundation for future artworks projects. Any pre-existing contractual agreements with the artist regarding resale shall be honored.~~
- b. Destruction of work deteriorated or damaged beyond repair shall be deemed to be of negligible value.
- ~~c.~~ If the Albany Arts Commission is unable to dispose of the artwork in a manner outlined above, the work shall be donated to a non-profit organization or otherwise disposed of as the Albany Arts Commission sees fit.
- ~~c.~~

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6. PUBLIC ART DONATIONS AND MEMORIALS POLICY

6.1 Background

The public art collection may grow through the generous gifts of private citizens. A consistent and fair process for considering public art gifts and memorials shall be followed.

The art selection criteria listed in Section 3.2 will be applied when considering public art gifts. Anyone wishing to sponsor a gift of artwork to the City should contact the Albany Arts Commission at the earliest possible time for consultation on the review and acceptance process for donated artworks.

6.2 Types of Donations

1. Existing Works of Art

- a. Portable: Works of a scale appropriate for rotation through public spaces belonging to the City of Albany. The specific placement of portable works may not be stipulated as a condition of the gift.
- b. Non-Portable: Works of a scale larger than would be appropriate for the portable collection and would require a semi-permanent or permanent site. The specific placement of non-portable works will be considered but may not be stipulated as a condition of the gift.

2. Commissioned Works of Art

- a. Works of art which are commissioned gifts to the City and which usually require a specific site.

6.3 Review Criteria

1. Artistic Excellence: Accepted works of art shall be of exceptional quality and enduring value as judged by the Albany Arts Commission.
2. Appropriateness to the City's Public Art Collection: Proposed gifts will be reviewed in relationship to existing goals for the public art collection, such as diversity of media, artists represented and styles.
3. Appropriateness to Site: Relationship of the artwork to the site shall be considered in respect to its social, cultural, historical and physical context.
4. Maintenance provisions: ~~Maintenance concerns are a primary consideration. Adequate provision must be made for future needs. Donors should provide the Albany Arts Commission with detailed maintenance instructions for the work(s) of art. The Albany Arts Commission must consider potential funds for future maintenance when determining whether or not to accept the gift. If available, such instructions shall include detailed instructions for cleaning and maintaining the artwork. This report will include, but not be limited to, frequency of cleaning, method and materials used, and any other recommendations for maintaining artwork. Report should also provide detailed description of all materials and processes used to fabricate art, and names and addresses of materials suppliers, fabrication and installation process of artwork. Submit a completed Accession Information Form for review and archiving (see Attachment A).~~
5. Documentation: If available, donors should provide the Albany Arts Commission with the following art documentation:

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- a. Submit a completed catalogue form that describes the work of art (materials, size, weight, artist biography, address, current contact information and alternative contact information)
- b. Digital photos, video and/or audio of the process of the works creation and documentation of aspects of the project.

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6. Adherence to Existing Master Plans: All works of art should adhere to any applicable master plans. The Albany Arts Commission will help to advise the sponsor of existing master plans.

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6.4 Review Process

6.4.1 Existing Works: Portable or Non-Portable

1. Initial Contact: Sponsor should send images of work(s) of art to the Albany Arts Commission with written materials, including name of the artist, his/her biography or resume, medium, size, date of execution and estimated value of the piece.
2. Review by Albany Arts Commission: The Albany Arts Commission will review the images and will ask to see the actual work of art if it wants to consider the gift further. If the Albany Arts Commission recommends acceptance of the work of art, it will also make a recommendation for future maintenance provisions.
3. Installation Readiness: In order to receive final acceptance, works of art should be professionally appraised and ready for installation. This means that two-dimensional works must be archival framed and three-dimensional works must have a pedestal or appropriate hanging or mounting apparatus.
4. Acceptance: In consultation with the City Council, Albany Arts Commission will determine whether to accept or deny the proposed donation and its installation and maintenance provisions.

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6.4.2 Commissioned Works of Art

1. Initial Contact: The Albany Arts Commission or its representative will meet with the sponsor to discuss the commission. If no artist has been selected, representative(s) will advise the sponsor about artist selection options.
 - a. Process: Commissioned works must go through a two-phased process: first "in concept" and second when the design has been decided. Sponsors of gifts are requested not to select specific designs prior to the approval "in concept". If a site has been recommended and is under the jurisdiction of any other City department, such as the Parks and Recreation Department, that department must be contacted at the start of the project and will also be reviewed by that department.

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2. Review “In Concept” by Albany Arts Commission: The sponsor must submit a written proposal to the Public Art Committee, including the process for selection of an artist(s) and the general concept behind the project. The Albany Arts Commission, in consultation with the City Council, will review the proposal and make a determination for acceptance or denial.
3. Review of Design by Albany Arts Commission: If the project is approved “in concept” the sponsor will proceed to select an artist(s) as outlined above. When a site and a specific design have been chosen, a model and/or scale drawings of the design and maintenance provisions must be presented to the Albany Arts Commission, who will review the materials and make a determination for acceptance, denial, or additional conditions. The Albany Arts Commission must consider available funds for maintenance when making its determination to accept or deny the final gift.
 - a. Note: If, in the development and execution of the project, the concept of aesthetic of the work is substantially changed, the concept and design must be re-approved before the work will be considered for final acceptance.

6.5 Bequests for Commissioning a Work of Art

Bequests for commissioning a work of art should go through the process outlined above (i.e. 6.4.2) and must include financial provisions for the administration of the commission as well as the future maintenance of the work of art as determined by the Albany Arts Commission.

6.6 Bequests to Albany Public Art

Bequests for use of Public Art Funding can vary in scope from general gifts of unspecified use to gifts of a specified scope. For example, the sponsor could stipulate that the bequest be used to purchase portable works by Native American artists. The Albany Arts Commission will assume responsibility to work with the trustees to finalize details of the gift.

7. LOANS FROM THE COLLECTION

Loans from the City’s permanent collection will be considered by the Albany Arts Commission, on a limited basis, in consultation with the City Council and/or City Manager. When loans are made from the collection, it is the responsibility of the borrowing gallery or institution to cover all expenses of packaging, shipping and insurance. At the discretion of the Albany Arts Commission, a loan fee may be included when loans are considered. Should a loan fee be required, revenue from such fees may be used solely for the City’s public art program. The borrowing gallery or institution shall submit proof of insurance coverage for the value of the piece and provide documentation of intended use, location, length of time to be borrowed, and how the piece will be maintained and secured during the length of use. Other criteria may be determined by the committee when considering each individual loan. All promotional materials used for the piece will need to be submitted for approval by the Albany Arts Commission or representative(s) prior to publication. All publication materials shall include proper credit and copyright.

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8. CITY HALL GALLERY

8.1 Background and Purpose

The commission implements the [City Hall Arts Master Plan](#) and advises 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. Established by [City Council policy](#).

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It is not the intent that the exhibit space be used for advertising for commercial enterprises or partisan political candidates and/or parties. The views in the works exhibited are those of the artists and are not necessarily those of the City of Albany or the Albany Arts Commission. Nothing in this section shall preclude the Albany Arts Commission from displaying art within the City's permanent collection within City Hall or other City Facilities.

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8.2 Duration

The works will be on display for two months at a time. Works can be sold any time during this period.

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8.3 Artist Selection Criteria

Artists will be judged and selected based on their qualifications which could include demonstrated past work and appropriateness of the proposal to the particular project. In selecting artists and works of art, the Albany Arts Commission shall select those artists and works of art of the highest aesthetic quality, and those that fulfill the purpose of the City's art selection criteria as set forth in Section 3.2.2. In all cases, consideration will be given to materials, maintenance, public access and safety.

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When considering the submittals, the Albany Arts Commission Commission will consider submissions based on:

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1. Completion of the online Application Form.
2. Provide sample photos to represent the proposed pieces to be shown.
3. Materials used are within the size and scope to safely display on City property.

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8.4 Methods of Selection of Art for Display

The Albany Arts Commission shall be responsible for reviewing, selecting and approving art to be displayed. The Albany Arts Commission may elect to establish and delegate its selection authority to a selection subcommittee. At its discretion, the Albany Arts Commission may elect to use the Open Competition (Section 3.3.1) and Artist Invitation (Section 3.3.3) methods of selection of art to be displayed.

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8.5 Display Location Process

The Albany Arts Commission, in meeting the goals of the City of Albany, shall oversee the process for the selection and placement of works of art. The Albany Arts Commission shall identify the site for the work(s), identify the goals of the project, determine whether to form a selection committee to choose the artist and/or artwork, and determine the most appropriate selection method in each circumstance.

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8.6 Liability

The City of Albany does not accept liability or provide security for any item on display. The owner of an item to be displayed must sign an Loan Agreement before display.

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8.7 Display Areas

Displays may be scheduled for the City Hall Lobby / Public Areas, any other public facilities deemed appropriate, or for private facilities deemed appropriate by the Commission and for which a prior agreement has been made with the property owner for display of public art at the facility.

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8.8 Albany Arts Commission Responsibilities

The City Council has established the Albany Arts Commission and appointed members. The Albany Arts Commission has a staff ex-officio member. The Albany Arts Commission is responsible for reviewing display applications and approving artist(s) to be displayed.

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The Albany Arts Commission shall have the following responsibilities based on display criteria established by the Committee.

1. Solicit artists for the display area
2. Contact artists to schedule displays and to obtain hold harmless agreement
3. Supervise installation and take-down of displays
4. Advise the City Council on policies regarding displays

8.9 Marketing

The City of Albany and the Albany Arts Commission will be responsible for promoting the City Hall Gallery through the city website, social media, local and regional outlets that serve the area, and any other method deemed appropriate by the Commission. Contact information for artists will be on all media and marketing listings and postings. Information about the artist will be accessible either adjacent to the art, or at the main counter as deemed appropriate.

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8.10 Sales / Revenue

The City of Albany acts as the sales agent for the artist. Pricing will be displayed in an appropriate location that will accompany where the art is displayed. The Artist and the Albany Arts Commission will agree to prices when art is accepted. The City will receive a 15% commission for the display, marketing, and sales transaction for art pieces. Payments will be made to artist within 30 days of payment to the City of Albany. If the art is not purchased by the end of the term, the works will be removed by the artist on a dates established by the Gallery Chair.

8.11 Exceptions

The City Manager has the discretion to make exceptions to this policy as deemed appropriate.

9. DEFINITIONS

GENERAL DEFINITIONS

ACCESSION	To accept a work of art into the City's permanent collection.
ADVISOR	A professional asked by the Albany Arts Commission provide advice on some aspect of a project
ARTIST	A practitioner in the arts, generally recognized by critics and peers as a professional of serious intent and recognized ability who produces works of art and is not a member of the project architectural firm.
CALL FOR ARTISTS	An open competition where any artist is invited to submit works of art of delineated proposals for consideration. Proposals are reviewed and an artist(s) is selected for the project.
CONSULTANT	A paid professional in the arts field of regional, national or international status, hired by a selection committee or Albany Arts Commission to share his/her expertise.
DEACCESSIONING	Relinquishing title and claim of ownership to a work of public art.
PERMANENT ART COLLECTION	All works of art owned by the City of Albany, either site specific or part of a portable collection, which may rotate through public buildings.

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PRE-QUALIFIED LIST

A list of artists deemed appropriate for projects by satisfying criteria outlined by the Albany Arts Commission. The list may be created and updated by the Albany Arts Commission and may be used as a starting point for 'invitation only' competitions, as well as a tool for generating ideas for a project.

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PUBLIC ART

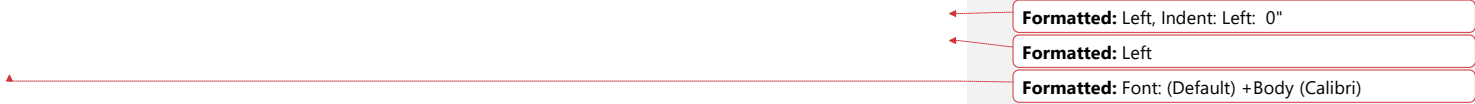
All forms of works of art accessible and visible to the public and/or public employees including:

- A) Painting of all media, including both portable and permanently fixed works, such as murals;
- B) Sculpture which may be in the round, bas-relief, high-relief, mobile, fountain, kinetic, electronic and others, in any material or combination of materials.
- C) Other visual media including, but not limited to prints, drawings, stained glass, calligraphy, glass works, mosaics, photography, film, clay, fiber / textiles, wood, metals, plastics or other materials or combination of materials, or crafts or artifacts.
- D) Works of a wide range of materials, disciplines and media which are of specific duration, including performance events, and those which are documented for public accessibility after the life of the piece has ended.
- E) Art works that possess functional as well as aesthetic qualities.

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Accession Information Form

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Artist: _____
Address: _____
Phone: _____ Email: _____
Name of Piece: _____
Date of Piece: _____
Size: _____ Weight: _____
Material(s): _____
Artist Bio: _____

To fully document the piece, please select and provide all that apply:

- ☐ Digital Photos
- ☐ Digital Video
- ☐ Digital Audio

Please include details on your recommendation for frequency of cleaning, method and materials that should be used, and any other information you think may be helpful.

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From: [Madeline MacGregor](#)
To: [Lyddane, Kim](#); [Doyle, Alocia](#)
Subject: Gallery name nominee
Date: Tuesday, July 1, 2025 1:34:06 PM

[**WARNING!** This email came from outside our organization. Do **NOT** click unknown attachments or links in email.]

Hi Alocia and Kim,

I'm going to send you a link to a new YouTube video on my proposed gallery name person, Carol Maurer. Also I will copy and paste from her obituary, since that gives us a plethora an information about her work as an artist and her contributions to Albany. And, I'll attach a photo of her.

First the copy:

Carol Catherine "Kirk" Maurer, beloved watercolor artist, weaver, wife, sister, mother and grandmother was released and restored Monday afternoon at Valley Hospital with her family and her Pastor by her side after battling pneumonia and other health complications which began shortly after celebrating her 77th birthday on March 9th. Her faith was strong as she faced death fearlessly with prayer.

Carol was born in 1938 to Agnes and Gwynne Kirkpatrick in Glendale, California and she grew up in a family of artists and musicians in the shadow of Hollywood where her father worked as an advertising Art Director. She had fond memories of visiting movie sets and meeting famous actors while being inspired by her father to become an artist. After graduating from Hoover High School in Glendale, her family moved to Westport, Connecticut and Carol attended Green Mountain College, then the University of Connecticut. During a Pi Phi sorority event at Rensselaer Polytechnic Institute she met a metallurgical engineering student, her future husband, William E. Maurer.

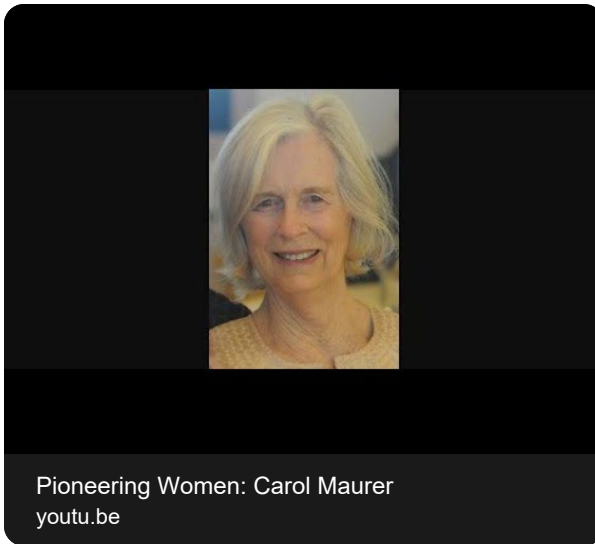
After graduating in 1961 with majors in textiles, design and art history, Carol pursued a career in the arts, landing a job in New York City at Conde Nast's House and Garden magazine as an Editorial Assistant. She moved to Greenwich Village, next door to the Salmagundi Club on 5th Avenue where she studied watercolors with Bruce Stevenson. At that time she also studied weaving textile design with Jack Lenor Larson and Lili Blumenau.

Carol and Bill married in 1963 and moved to Albany, Oregon where she did freelance interior design, became a partner in The Clark Galleries and won a Civic Improvement Award for her restoration of their 1902 farmhouse. Carol's weaving talent enabled her to provide columbian alloy mesh filters for the Apollo Space Mission. Carol continued her education in the arts, studying with Norwegian textile artist Brit Fuglevaag before moving back East, settling in Mahwah, New Jersey where they raised their two children.

Carol was a prolific artist, inspired to paint watercolors of her favorite places: the waves in Laguna Beach, California, the fall colors of Rochester, Vermont, the gardens in Paris, France and the sunlight through the leaves in her own backyard. She displayed her work in local galleries, libraries and on greeting cards, and enjoyed sharing her work with her friends at Salute to Women in the Arts. She would describe her abstract work with vivid colors as reflecting her spiritual journey. She had a strong personal faith which guided her through a lifetime of health issues that began as a child, from 100% recovery from a cerebral aneurysm, to struggles with bi-polar disorder. The last entry in her prayer journal from March 17th was

"I'm in God's hands."

Now the link to the new video on the AVA YouTube channel about Carol:




And now I'll attach her photo.

For the meeting, I'll probably be zooming in. I'd like to add the topic of AVA liaison update for Pride, and also TLT grant discussion update if those topics aren't already on there.

Have a great and safe Independence Day!

Thanks so much,

Maddie MacGregor 

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