

# Cultural Arts Commission

---



February 24, 2026  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028

6:30 p.m.

## AGENDA

### A. CALL TO ORDER

### B. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972.874.6000 during business hours.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

To speak during public comment, fill out a comment form (PDF). Note:

- Limited to three (3) minutes, a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair
- Direct comments to the Board/Commission
- State your name and the municipality where you reside

### C. ANNOUNCEMENTS

Announcements from the members

### D. STAFF/DIRECTOR REPORT

1. Rachel Hadidi, Director of Library Services
2. Letitia Carter, Community and Cultural Events Manager
3. Travis Cunniff, Assistant Director of Parks and Recreation

### E. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Approve minutes 11/5/25 - Consider approval of the minutes from November 5, 2025.
2. Library Policies Addendum - Consider the approval of addendums to the Library Policies of the Flower Mound Public Library.

### F. REGULAR ITEM(S)

1. Artist Agreement for Peters Colony Memorial Park Project - Consider recommending for Town Council approval an Artist Engagement Agreement with Medwedeff Forge & Design for services associated with the Outdoor Artwork Services for Peters Colony Memorial Park Project, in the amount of \$100,000.00.

**G. RECESS REGULAR MEETING**

**H. CALL WORK SESSION TO ORDER**

**I. WORK SESSION ITEM(S)**

1. Review and discuss the appointment of a Cultural Arts Commission committee charged with reviewing current Commission member duties and providing an update at a future meeting.
2. Discuss outdoor art and the benefits of increased public artwork in the community.

**J. ADJOURN WORK SESSION**

**K. RECONVENE REGULAR MEETING**

**L. FUTURE AGENDA ITEM(S)**

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

**M. COORDINATION OF CALENDARS**

1. Discuss the next Cultural Arts Commission meeting date.

**N. ADJOURN REGULAR MEETING**

I do hereby certify that the notice of above meeting for the Town of Flower Mound was posted at Town Hall, Town of Flower Mound, Texas, and on the Town's website in compliance with Chapter 551, Texas Government Code on Tuesday, February 17 2026, by 5:00 p.m.

**Rachel Hadidi, Staff Liaison**

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

# Cultural Arts Commission

---



November 5, 2025  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028

6:30 p.m.

## DRAFT MINUTES

### A. CALL TO ORDER

Elizabeth Brannon called the regular meeting to order at 6:30pm.

The Cultural Arts Commission met in a regular meeting with the following members present:

Vacant, Chair  
Virginia Curry, Place 1  
Elizabeth Brannon, Vice Chair, Place 2  
Beth Dilley, Place 3  
Laverne Amsterdam, Place 4  
Murthy Mantha, Place 5  
Cindy Jones, Place 6  
Kevin Giese, Place 7, Alternate  
Rebecca Wilson, Place 8, Alternate

constituting a quorum with the following members of the Town Staff participating:

Letitia Carter, Community and Cultural Arts Manager  
Travis Cunniff, Assistant Director Parks and Recreation  
Samantha Stansbery, Administrative Assistant Library Services

### B. ANNUAL ELECTION OF CHAIR AND VICE-CHAIR

**ACTION:** Laverne Amsterdam moved to nominate Elizabeth Brannon for Chair. Beth Dilley seconded the motion.  
**AYES:** Virginia Curry, Beth Dilley, Laverne Amsterdam, Elizabeth Brannon, Murthy Mantha, Cindy Jones  
**NAYS:** None  
**ABSTAIN:** None  
**RESULT:** 6 : 0

**ACTION:** Laverne Amsterdam moved to nominate Beth Dilley for Vice Chair. Cindy Jones seconded the motion.  
**AYES:** Virginia Curry, Beth Dilley, Laverne Amsterdam, Murthy Mantha, Cindy Jones  
**NAYS:** None  
**ABSTAIN:** None  
**RESULT:** 5 : 0

### **C. PUBLIC COMMENT**

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

There were no public comments at this meeting.

### **D. ANNOUNCEMENTS**

Announcements from the members

Art Party--Friday, November 7th from 5-7pm. Opportunity for Cultural Arts Commission Members to volunteer at a Library event. Those volunteering should arrive at 4:30pm. Cross Timbers Artists Guild Tour--November 14th will be the opening reception at Studio Art House and November 15th art will be displayed at Studio Art House and many other locations in the tour.

### **E. PRESENTATION(S)**

There were no presentations made at this meeting.

### **F. STAFF/DIRECTOR REPORT**

1. Letitia Carter, Community and Cultural Events Manager  
Letitia Carter, Community and Cultural Events Manager, gave a report on behalf of Library Services with the Director out for a professional conference.

- Art Party is on Friday November 7 from 5-7pm. Thank you if you have confirmed attendance. Last year we had approximately 1500 people attend. If you are volunteering, we suggest arriving no later than 4:30 to easily find parking.

- Library Birthday Party is on Tuesday November 25 from 2-4pm. We will announce the bookmark contest winners, have giant party games and a birthday cake!
- Taste of Flower Mound is a partnership event with Town of Flower Mound Economic Development and Friends of the Flower Mound Public Library to fundraiser to expand the Library's Creation Lab and a Children's Play Patio. Proceeds from ticket sales and beer and wine sales will benefit the Friends of the Library. This is to increase partnerships and awareness of local restaurants. The event will take place on Friday, February 6 from 6-8pm. Ticket sales will go live the first week of November. (This was stated as November 6 but clarified to be February 6).

Letitia Carter, Community and Cultural Events Manager, gave her staff report.

- Arts Walls Celebrate the artists who help make the 2025 Arts Festival a success.
  - Artist Meet and Greet on Thursday, November 13 from 6:00-7:30pm at Town Hall.
- CAC Blueberry the Dinosaur is asking the Community to decide her favorite location and where did she get her name. Voting will continue through the end of November.
- Paint a Chair!
- Do Your Part Make Some Art
  - Discover Ancient Egypt with Ray Watson
  - Economic Development Director will have replica artifacts for Egypt
  - Art activities
  - A harpist
- Chalk the Park was canceled due to projected rain
- Artist Workshop with Beth Dilley
- Fall Into Flower Mound Festival we had 750 pumpkins decorated by festival goers.
- Traffic Signal Box Art Project has \$100 artist fee
- Arts Festival at Heritage Park update in 2026
- Tish also presented a slide show to highlight all the events from the previous year, progress, and successes!

2. Travis Cunniff, Assistant Director of Parks and Recreation

Travis Cunniff, Assistant Director of Parks and Recreation, gave his staff report.

- Peter's Colony Memorial Park Public Art Project
  - details have been sent to artists. Virtual meetings should start in December. The hope is to have substantial completion in January.
  - Legacy monuments/Children's memorials—creating a landing page soon for submissions.
- Arts Center
  - Contract has been signed with Architects.

- Kick off meeting went well.
- Working on stakeholder meetings.
- Few staff and County Judge Eads to Phoenix for tours of 3 Arts Centers there.
- Events
  - Fall into Flower Mound (10/10 & 10/11) approximately 12000 people. This was a very successful event, especially being the first one we have done.
  - Diwali Festival of lights (11/1) was originally the weekend before but was rained out and rescheduled. There were many attendees.
  - Veterans Day Ceremony coming up Sunday, November 9th at the FMHS football stadium from 1-3pm. Food, ceremony, Voices of Flower Mound performance, and Medal of Honor winner speaker.
  - Working on potential of art popup gallery in the future.

There was a slight bit of discussion as to where funding comes from.

**G. CONSENT ITEM(S)**

This part of the agenda consists of non-controversial, or “housekeeping” items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Approve minutes 9/25/25 - Consider approval of the minutes from September 25, 2025.

**ACTION:** Laverne Amsterdam moved to approve G.1. as presented in the agenda caption. Beth Dilley seconded the motion.

**AYES:** Virginia Curry, Beth Dilley, Laverne Amsterdam, Murthy Mantha, Cindy Jones

**NAYS:** None

**ABSTAIN:** None

**RESULT:** 5 : 0

**H. REGULAR ITEM(S)**

There were no regular items at this meeting.

**I. FUTURE AGENDA ITEM(S)**

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

Hoping to have an update on the Peter's Colony Memorial Park Art Project and possibly the Arts Center.

**J. COORDINATION OF CALENDARS**

Art Party--Friday November 7th from 5-7pm at the Library  
Birthday Party--Tuesday November 25th from 2-4pm at the Library.  
Next meeting--Thursday January 22nd at 6:30pm at Town Hall.

1. The next Cultural Arts Commission meeting is scheduled for January 22, 2026.

**K. ADJOURN**

Elizabeth Brannon, Chair, having exhausted the agenda adjourned the regular meeting at 7:20pm



## CULTURAL ARTS COMMISSION AGENDA E.2. CONSENT ITEM(S)

---

**DATE:** February 24, 2026

**FROM:**

**ITEM:** Consider the approval of addendums to the Library Policies of the Flower Mound Public Library.

---

**BACKGROUND:**

**BOARD REVIEW/CITIZEN FEEDBACK:**

**ALTERNATIVES:**

**FISCAL IMPACT:** \$

**Proposed Expenditure/(Revenue)**  
\$

**Account Number(s):**  
100-XXX-XXXXX-XXXX

**LEGAL REVIEW:** (Name of Town Attorney), of Taylor, Olson, Adkins, Sralla, & Elam L.L.P., has reviewed the (contract, agreement, ordinance, resolution, etc.) as to form and legality.

No alteration to the legal content of this (ordinance, resolution, etc) was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

The Town's standard (construction agreement, professional service agreement, etc) form documents, prepared by Taylor, Olson, Adkins, Sralla, & Elam L.L.P., was used to draft this agreement. No alteration to the legal content of this form document was made.

**ATTACHMENTS:**

1. Collection Development 02.2026
2. Library Programming 02.2026
3. Posters, flyers, donation boxes, and distribution of free literature 02.2026

**DRAFT MOTION:** Move to approve as presented in the agenda caption.

No action is required by the Town Council on this item.

Discuss and provide staff with direction.

Action will be considered following the second public hearing.

## COLLECTION DEVELOPMENT

- The foundation of any public library is a broad and varied collection of information resources including print, media and electronic resources, which meet the educational, informational, recreational and cultural needs of the community it serves. The Flower Mound Public Library was established to serve everyone within the Library's service area and recognizes individuals and groups within the community have diverse interests, backgrounds and needs.
- The purpose of the library selection process is to acquire materials in accordance with the mission and goals of this library within budgetary constraints. The Library's mission states: "The Flower Mound Public Library supports education in our community by providing access to information, creating young readers, fostering success in school, and facilitating lifelong learning. The Library contributes to the quality of life in Flower Mound by stimulating imagination, celebrating diversity, and encouraging creativity in a space that meets the needs of the community." The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials in the library present a diversity of view points, enabling citizens to make the informed choices necessary in a democracy.
- Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies approved by the Cultural Arts Commission. The Library Director delegates the task of collection development to professional staff.
- The Library strives to collect materials offering differing points of view. The primary criteria used in selecting material include: popular demand, quality, accuracy, authority, timeliness, enduring value, social significance, cost and availability of material on the topic. Other criteria may apply in certain circumstances. Materials are judged on the basis of the content and style of the work as a whole.
- Materials are selected for the Library using a variety of sources, including professional journals, trade journals, subject and genre bibliographies, publisher catalogs, reviews in the popular press, and suggestions from patrons. Materials must meet one or more of the following criteria to be selected.
- Criteria:
  - Reviews from professional library resources/journals
  - Authoritativeness and/or reputation of the author
  - Relevance to interests and needs of the community
  - Price, availability, and Library materials budget
  - Extent of publicity, critical review, and current or anticipated demand
  - Currency and accuracy of information
  - Level of need within the existing collection
  - Impartiality or absence of bias
  - Aesthetic qualities or literary merit

## COLLECTION DEVELOPMENT

- Criteria continued
  - Technical aspects such as illustrations, sound, and clarity
  - Suitability of the physical form for library use
  - Online resources are also evaluated based on accessibility and availability of library licensing
  - In most cases, the Library will not purchase self-published materials that are not reviewed in established review journals. The Library will accept self-published materials from local authors that will be considered based on the above criteria.
- Flower Mound Public Library does not attempt to meet curriculum needs of educational programs at any level.
- The Library will not purchase materials that use text or images created by generative AI. Donated materials will not be considered if they contain text or images created by generative AI.
- Materials are selected in the most appropriate format for the conditions under which they will be used, with consideration given for cost and length of use. E-content will be selected using the same criteria as other materials.
- Multiple copies will be purchased for titles that have high demand. Multiple copies of classics and required reading for the school district will be purchased as appropriate and within budget considerations.
- In order to maintain an up-to-date collection, worn and outdated materials are continuously reviewed and withdrawn from the collection as needed. Materials may also be withdrawn if they are seldom used or are superseded by a new edition or better work on the same subject. The CREW method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries, published by the Texas State Library, is used as a guideline for collection maintenance.
- Requests to reconsider library materials must be made in writing, using the “Request for Reconsideration of Library Materials” form. Requests will only be accepted from adults who are both a Flower Mound resident and a Flower Mound Public Library cardholder in good standing. The Director, in conjunction with the Library’s department managers, will consider requests and communicate the decision in writing to the requestor. The Director will inform the Cultural Arts Commission of all requests for removal. Requests that have been denied may be appealed by making a written request to the Cultural Arts Commission. An item may only be reconsidered once. Once an item goes through the reviewal process, it may not be reconsidered again.

## LIBRARY PROGRAMMING

- Library programs are provided as a service to Flower Mound residents based on the goals of the Library's Strategic Plan. Responsibility for programming rests with the Director of Library Services, who delegates planning and coordinating of library programs to the Library managers. Programs may be planned and presented by Library staff, or outside presenters may be used. Professional performers and presenters that reflect specialized or unique expertise may be scheduled for Library programs. Presenters who can present at no charge will be given preference, but professional presenters may be hired as needed.
- All Library programs are open to the public. Some programs may be limited to cardholders or have age limits or other attendance restrictions. Library programs are free. Registration may be required for planning purposes or when space is limited. Any sales of products at Library programs must be approved by the Library. Programs may not be commercial, religious, or partisan in nature. Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants.
- The Library staff uses the following criteria in making decisions about program topics and providers:
  - Community needs and interests
  - Relevance to community issues
  - Availability of program space
  - Appropriate for intended audience
  - Presentation quality
  - Presenter background/qualifications in content area
  - Budget
  - Historical or educational significance
  - Connection to other community programs, exhibitions or events
  - Relation to Library collections, resources, exhibits and programs
- Individuals or organizations wishing to present a library-sponsored program must submit a Flower Mound Public Library Program Proposal. External presenters must coordinate marketing efforts with the Library staff.

## POSTERS, FLYERS, DONATION BOXES AND DISTRIBUTION OF FREE LITERATURE

- The Library has limited space available for posters, flyers and the distribution of free literature. Only space designated by the library may be used. Items larger than 8.5" x 11" cannot be displayed due to space limitations. Items may be displayed until the date of the event or for 30 days, whichever comes first. When items are removed they will be discarded by Library staff.
- First priority will be given to Library and Town of Flower Mound materials. If space is available the Library will display posters, flyers and free literature for non-profit organizations that serve the citizens of Flower Mound. Items of a personal, commercial, political or religious nature may not be posted or displayed.
- As a service to the public the library will provide space for a limited number of free magazines, directories, shoppers' guides, and similar types of literature. The decision to provide free literature will be made by Library staff based on appropriate available space and the relationship of the literature's contents to the mission and goals of the Library and the Town of Flower Mound.
- The display of any item does not imply advocacy or endorsement by the Library or the Town of Flower Mound. All items for display must first be approved by the Director or his/her designee. Items posted without approval will be removed and discarded by Library staff.
- The Library will have donation boxes for Town and Library partners for collection of materials.
- The Library Director or designee can approve community partner boxes based on space. Collection boxes are limited to 30 days and one request per year.



## CULTURAL ARTS COMMISSION AGENDA F.1. REGULAR ITEM(S)

---

**DATE:** February 24, 2026  
**FROM:** Travis Cunniff, Assistant Director of Parks and Recreation  
**ITEM:** **Consider recommending for Town Council approval an Artist Engagement Agreement with Medwedeff Forge & Design for services associated with the Outdoor Artwork Services for Peters Colony Memorial Park Project, in the amount of \$100,000.00.**

---

**BACKGROUND:** This item is to recommend that Town Council approve entering into an Artist Engagement Agreement with Medwedeff Forge & Design for services related to the Peters Colony Memorial Park Outdoor Artwork Project. The agreement will include the design, fabrication, and installation of a site-specific artwork intended to create a lasting visual tribute within the park.

The Town solicited Statements of Qualifications (SOQs) from interested artists to provide the requested services. The opportunity was advertised beginning May 16, 2025, and SOQs were accepted through July 8, 2025. The solicitation was posted on the Town's website, multiple public art platforms, and shared directly with known artists.

A selection committee comprised of five Town employees and three Cultural Arts Commission members reviewed all submitted SOQs, interviewed the top three finalists, and determined that the concept proposed by Medwedeff Forge & Design is the best fit for the site and project goals.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**ALTERNATIVES:** N/A

**FISCAL IMPACT:** N/A  
N/A

**LEGAL REVIEW:** No alteration to the legal content of this Artist Engagement Agreement was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

**ATTACHMENTS:**  
None

**DRAFT MOTION:** Move to approve as presented in the agenda caption.