

PUBLIC RECORDS COMMISSION MINUTES  
WED. JULY 16, 2025

The Haywood County Public Records Commission met Wednesday July 16, 2025 at 4:00 for a special called meeting in the historic County Courthouse Court Room. Those in attendance were Linda Hayes, Goldie, Mary Priddy, Duke Williams, Kathryn Horn, and Terry Thornton. Michael Mansfield joined by phone.

The minutes are reported in the order of the agenda.

- 1) The meeting was called to order by Chairman Linda Hayes and a quorum was determined. A motion was made to accept the agenda by Terry Thornton. Duke Williams seconded and the motion passed.

2) Old Business:

- The renovation of the old field house to be used for the Archives is underway. Linda Hayes, Mary Priddy and Duke Williams went to Sherwin Williams to select paint colors for the inside and then to Ketchum's to select flooring.

As of June 23 the walls had been removed as planned, and on June 24 the old flooring was taken up. The painting was begun on July 1 and construction began on the 5th and is on going.

The Budget committee has approved \$25,000.00 from the Mayor's budget to use for the project.

- Linda has contacted Kimberly Wires at the State Archives. She has agreed that she and Sarah Baxter will come to assist us in sorting the documents stored at The County Farm. They will explain the retention schedule and teach us to use it. The dates to select from are August 12, August 13, August 20, or August 31. August 13, 2025 was selected as the best date. We will need a cooler for water and will stop for lunch.

Linda reported that she, her 2 granddaughters and Mary Priddy worked at the archives on June 14. Kimberly suggested that we next go through the bankers boxes in the second room. Rachel Conrad of the Sheriff's Dept. has said the inmates could help, under supervision. Michael made a motion for the inmates to help. Terry seconded and the motion passed.

Linda will talk to Danny Coulston about moving the banner from the County Farm to the new archives location.

3) New Business:

- Chris Morey at Ferocious Graphics gave an estimate on a sign for the new location. Different options for the phone number on the sign were discussed. Linda's Number will be listed with room for additions. See Handouts

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- An estimate from Haywood Moving Company for moving and from Rebecca McBride for packing is attached. If we get the files packed then we can determine the needed shelving by square footage.  
We will begin with room 1 and the bound volumes in room 2.  
Terry made a motion for Rebecca McBride to pack for a cost up to \$750.00.  
Duke seconded and the motion passed.

Duke reported that he can order Ultraviolet blocking film from Home Depot. The cost for 3 rolls will be approximately \$287.00. A broken window will be replaced. Light filtering shades can be ordered for approximately \$1888.00.

Goldie made a motion for Duke to handle purchasing the film. It will be paid for out of the construction budget. Mary seconded and the motion passed.

Linda will ask Tommy to do the installation.

Linda will go to Madison, Dyer, and Fayette Counties to look at their shelving layout.

- Mary stated that she will continue checking on a .gov address for the archives. She was waiting to see from where the funds would come.
- There are 4 grants that we qualify to apply for:
  - 1) The TSLA Grant is now open with an application deadline of August 15. It is for up to \$5,000.00. Terry moved that Linda apply for it. Seconded by Goldie. Motion passed
  - 2) Library Grant—TN 250 Grant- We must have been in the budget for 3 years. The County budget can be used for this requirement. Goldie moved that Linda apply for it. Seconded by Mary and the motion passed.
  - 3) Tn State Museum Grant- Michael moved that Linda apply for it. Goldie seconded and the motion passed.
  - 4) \$500.00m History Fund Grant- Kathryn moved that Linda apply for it. Duke seconded and the motion passed.

Michael moved that the meeting adjourn. Duke seconded and the motion passed.

Next meeting will be August 7, 2025 at 4:00PM.

Respectfully Submitted:

Terry Thornton

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