

PUBLIC RECORDS COMMISSION
NOVEMBER 20, 2025

The Public Records Commission met Thursday Nov. 20, 2025 at the new Haywood County Archives. Those attending were Linda Hayes, Periann Houghton, Michael Mansfield , Duke Williams, and Terry Thornton.

- 1) The meeting was called to order by Chairman, Linda Hayes and a quorum was determined. Chancellor Mansfield moved that the agenda be accepted and Terry Thornton seconded. The motion passed.
- 2) There were no public comments.
- 3) Michael moved that the minutes from the October 16, 2025 meeting be approved as amended and that the Nov. 10, 2025 special called meeting minutes be approved. Periann Houghton seconded and the motion passed.
- 4) Old Business:
 - Linda reported that Haynes Russell was the County's lawyer in the law suit brought by Peter Mayer. A copy of the lawsuit was previously distributed to PRC members. Linda has given Mr. Russell the information and documents that he requested.
 - The shelving is on site and we are waiting on the assembly. Linda stated that possibly the County workers could help with the assembly.
 - The County Commission has approved the acceptance of the \$18,140.00 from the TN250 Grant and Mayor Livingston has signed and sent it in. It was noted that shelf liners could be purchased with a portion of the TN250 Grant.

Linda shared a photo of the banner designed by Chris Morey that showcases the TN250 logo and includes the required special wording for donor recognition. The 4ft x 8ft banner cost \$159 and the print mount check cost \$69 for a total cost due to Chris for \$228. Michael moved to approve the cost of the banner and check as presented. Registrar Duke Williams seconded and the motion passed. There will be announcements to fill in to be sent to State Representatives Debbie Moody and Johnny Shaw, and for other public announcements. Mayor

PUBLIC RECORDS COMMISSION

NOVEMBER 20, 2025

Livingston has approved the hanging of the banner on the archives building. Tommy and Adis will hang it.

- Linda encouraged everyone to watch the TSLA webinar on the Records Disposal Authority Form (RDA).
- The PRC has purchased the board table chairs from the Mustard Seed that were discarded by BUD. The Mustard Seed also donated a microwave and an additional black chair.
- The mayor has appointed his new museum committee and the candidates were presented at the County Commission meeting but were not voted on. Members will be Beth Tripp, Robert Rooks, Susan Sills, Linda Hayes and a representative from Dunbar Carver Museum
- A group photo is still on the agenda
- The PRC's website is still on the agenda.
- An Archives open house will be scheduled later.

5) New Business:

- Treasurer Mary Priddy presented the financial Report showing a \$2997.54 balance remains in the County Capital Improvement Fund and a total of \$14,792.00 remains in the Operating Fund. The credit for returning the window film has not been added. Duke moved that the Financial Report be approved as presented. Periann seconded and the motion passed.
- Mary reported that the old lawsuit brought by Peter Maher has been dropped.

See correction below.

- ~~Linda has received quotes to replace the archives windows from 2 sources. Clinton Neal from Smith Lumber has a bid of \$30,554.40. Danny Coulston bid \$33,554.40. Copies of the bids are attached.~~
The Mayor was advised of the need for windows and approved. Linda will be checking on a grant to cover the cost or we could ask the Capital Improvement Committee for the funds. Linda has an appointment to talk to the Historical Commission concerning this improvement. Other

Clinton Neal from Smith Lumber and Danny Coulston, contractor, submitted a bid in the amount of \$33,554.40 to replace the Archives windows. They consulted with two Jackson window firms and based their bid on the most reasonable pricing.

PUBLIC RECORDS COMMISSION

NOVEMBER 20, 2025

possibilities are TLM Associates or A2H. Patrick Mann could be asked to donate.

- Other grants or another TN250 grant could be used for a Computer, printer, software or other supplies.
- At the Nov. 17, 2025 County Commission meeting, Linda Hayes was approved as Interim Archives Manager.

6) No other business was discussed.

7) The next PRC meeting will be held on December 18, 2025 at the County Archives at 4 o'clock.

8) The meeting was adjourned.

Respectfully Submitted:

Terry Thornton-Secretary