

PUBLIC RECORDS COMMISSION AUGUST 20, 2026

The Public Records Commission met Thursday August 20, 2026 at the College Hill Haywood County Archives. Those present were Linda Hayes, Chancellor Michael Mansfield, Registrar of Deeds Duke Williams, Terry Thornton, and guest Dixie Utley from The States Graphic.

1). Chairman Linda Hayes called the meeting to order and a quorum was determined. An amendment to the agenda was presented by Linda. A motion to accept the agenda as amended was made by Michael Mansfield and seconded by Duke Williams. The motion passed.

2). There were no public comments.

3). The approval of the minutes from the July 16, 2026 meeting was deferred until the September meeting.

4) The Treasurer's report was deferred in the absence of Treasurer Mary Priddy.

5). Fire Alarms and Shelving

- Duke has spoken with Technology System Alarms concerning smoke alarms and detectors.
- The cost for Installation will be approximately \$1388.94 plus phone communication. The phone response will be through Star Link Communications and will cost \$45.00 per month or \$540.00 per year.
- Linda will talk to Terri Lynn Russell and Mayor Livingston about adding the installation and monitoring to the county budget.
- Duke will have the existing fire extinguisher checked and talk to Gross about adding a second one.
- Duke is working on assembling the shelving.

6). Building Updates

- Linda reported that the outside light is fixed.
- Linda reported that the archive ceiling has been replaced and the air conditioning is being checked for leaks by Adis Taylor with Parks and Recreation.

7) TSLA Grant

- Linda stated that she has completed the application for the Archives Development Program Direct Grant for \$10,000.00 to be used to hire a part-time worker(s) to create a detailed Excel Inventory of the current archival holdings. The grant was submitted on August 14, 2026. Notification of the grant award will come in September or October. We currently have 372 boxes and 538 loose ledger books to be moved. Kimberly from the State Archives informed us that they must appear in an inventory.

8). Linda is applying for a TN State Museum Capital Improvement Grant for 2026-27. It is a grant for physical improvements and hopefully will be used for new windows for our entire building. The grant amount is from \$5000.00 to \$100,000.00. The deadline for the application is September 25, 2026 and notification should be on October 15, 2026. We will need to talk to the county engineer if the cost is over \$25,000.00. Pat Harcourt is with ATH engineers.

- Joe Barden is forwarding the information to the supplier, Clinton Neal and to the contractor, Danny Coulston.
- A request for automated blinds will be included.

Petty Cash

- Linda would like to pursue setting up a petty cash fund for minor immediate expenses. Michael made a motion that Linda set up \$200.00 in a petty cash fund. Duke seconded and the motion passed.

9) The next regular PRC meeting will be on September 17, 2026 at the Archives.

10) Terry made a motion to adjourn. Duke seconded and the meeting adjourned.