

Norris Archives Committee
Minutes
February 3, 2025

Members Present: Joe Feeman , Linda Tafelski

Members absent: Sarah Denham

Other present: Kris Torrance (not yet applied for position), Adam Ledford City Manager

The meeting began at 1:00 at the Norris Museum.

For the first hour Archives members discussed a budget to propose for expenses in the next year that will be submitted to the City. Projected expenses included: Archival software (Past Perfect) upgrades and support license, membership dues for AASLH (American Association of State and Local Historians), external hard drives (for database back up), office supplies, a folding work table, environmental control system for the archives room, and locksmith services for locked files cabinets that lack either key or combination.

City Manager, Adam Ledford, joined the meeting at 2:00 for a work session on what the Archives Committee should expect from City budgeting and what the Committee needed to be doing as part of the City government. While Archives meetings are primarily working sessions rather than formal meetings, Ledford said that as part of the City government we needed to follow Tennessee Open meetings laws. This would entail electing officers Chairman, Vice-Chairman, and Recording Secretary) and publishing both an agenda and minutes for at least one meeting a month. These meetings must be open to the public. The minutes and agenda should be sent to the City Office for posting on the City of Norris website.

Ledford noted that money for City commissions came largely from fund raising efforts on the parts of the individual committees. These might include sale of donated items, solicitation of contributions, or grants. This type of fund raising is especially important for Capital (building) improvements. While the City of Norris does own the building that houses the Library, Museum and Archives, the large expense improvements such as the environmental control system for the archives would be most effectively financed through this cooperative funding approach. He discussed the ways the Archives Committee might facilitate a sale of silver hollow ware prices that had been donated from the estate of Elizabeth Morgan. The proceeds from such a sale would be put into the perpetual fund that belongs exclusively to Norris Archives which could then be used as seed money for grants or other fund raising.

He also discussed with Archives members the need to have a donation form that can be posted on the City website. This form needs to have applicable information regarding the types of donations that the Archives can accept as well as the prospective use and disposition of items donated.