

**City of Norris**  
**Norris Archives Committee**  
February 17, 2025

Members Present: Joe Feeman, Linda Tafelski, Kris Torrance

Members Absent: Sarah Denham

**Call to Order**

Joe Feeman called the meeting to order at 1:10 pm after the required quorum of 3 had arrived at the Norris Museum.

**Hear the Public**

There were no members of the public present to hear.

**Approve Minutes from February 3, 2025**

The group made corrections to spelling and typing errors in the presented minutes from February 3, 2025. These were approved with corrections, and will be emailed to the City of Norris.

**Old Business**

The Committee reviewed budget request for the City which will be considered for the fiscal year beginning July 1, 2025. We determined that a budget of \$600 would cover anticipated needs for data hard drives for computer backups, Archival office supplies, and dues to American Association of State and Local Historians (AASLH). The committee noted that dues to AASLH are \$98 per year and that affiliation provides a 20% off cost for Past Perfect software which is the database management software that Archives uses to manage the Archives' contents.

Other needs include climate control for the Archives room. The most cost effective option would be to replace the broken dehumidifier in that space. If funds are available in the current City budget, it would be timely if the City could purchase one with this year's funds.

Public works Superintendent Kerry Hevel is looking into the cost of hiring a locksmith that the City has used previously to get the needed services to make the large Archives Room filing cabinets functional. If Archives is to fund this cost, we would need either funds in our perpetual fund or monies in our allocation from the City budget.

**New Business**

To comply with requirements for an official Board of City government the committee elected officers as follows: Chairman – Joe Feeman, Vice-Chairman – Linda Tafelski, and Recording Secretary – Kris Torrance. Volunteers for these roles were approved unanimously.

The Committee determined to continue to meet on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month. The first meeting of every month would be the regular business meeting and the second meeting would be used as a work day to administer the Archives.

Anderson County Archivist, Zach Foster, has invited our group to tour the county Archives on Wednesday, February 19, 2025. The Committee discussed what we hope to accomplish at this meeting with Mr. Foster and his volunteer assistant, Michelle Disney, who is also the president of the Anderson County Historical Society. In addition to establishing a liaison with the county archives, the committee hoped to gain insight into what Anderson County viewed as items worth retaining among its archives and whether we should donate any non-Norris Anderson County items to their archives, among other things. We noted that this meeting could be postponed because of predicted snow.

Since the sale of the silver hollow ware from the Estate of Elizabeth Morgan will support the Archives perpetual fund, the committee will create a spreadsheet to catalog and to organize these items at a future workday before the any sale takes place. Archives members have contacted the Estate which has agreed to this course of action.

The committee noted that we needed to test the compatibility of the recently acquired database backup to the currently operating system to see if any of the missing data (from the previous computer hardware failure) could be found there. Additional computer work includes incorporating information about Norris Creamery into the database.

In general discussion, Joe noted that the security cameras that captured both sound and video in the museum room and that were not controlled by the city have been removed. The committee discussed the need for replacement video only security cameras that Norris Public Safety could access as needed. The committee determined that taping of Archives meetings was not really necessary at this time.

The Committee adjourned to work on Archives projects at 2:25pm.

The next regular Archives meeting is March 3, 2025.

Respectfully submitted,  
Kris Torrance  
Recording Secretary