

## Minutes for the Meeting of the Records Committee

Meeting was called to order at 5:03 pm on November 10, 2020 by Chairman Scott Bowers.

A quorum was present--Honorable Judge Stacy Street, Register of Deeds Jarrod Ellis, Scott Bowers, Ginger Holdren, Interim Mayor/Commissioner Patty Woodby, and Patsy Lewis.

No members of the public were present.

Chairman Bowers opened the floor for nominations for a new chairman as he feels too busy to continue in that role. Motion was made by Patty Woody to elect Jarrod Ellis to the chair position. Motion was seconded by Judge Street. All voted in favor of Chairman Ellis. Scott Bowers agreed to continue leading the meeting to give Jarrod Ellis time to become more familiar with the group goals.

Mr Bowers then opened the floor for nominations for secretary. Patty Woodby made the motion to elect Ginger Holdren secretary. Judge Street seconded. The records committee voted unanimously to elect Holdren.

Bowers stated that the typical reason this committee meets is to approve record disposal requests, but there are none at this time.

Bowers then stated that a liaison was needed between records committee and building and grounds committee. Ginger Holdren was nominated by Patsy Lewis for that position since she is currently serving on the building and grounds committee also. Interim Mayor Woodby seconded the motion. Motion carried.

The replacement of Margaret Hoagland previously should not have taken place as her appointment was by the Mayor at that time. It was an indefinitely-termed appointment. The records committee was in the wrong to replace her regardless of her state of residence.

The next item on the agenda was a discussion of possible archive location sites. Mr Bowers informed the committee that the location must be county-owned, so the former Chamber of Commerce building is not an option since it is city-owned. Other places mentioned in the discussion were the Dayton Siler building currently occupied by the State Probation and Parole office, the Workforce Development Complex, and upstairs in the former jail. Bowers stated that money budgeted for the archives can be used to renovate a building as long as it is county-owned.

Bowers then began a discussion about the archivist that needs to be hired--job description, salary, benefits, oversight, and so on. The state requires that the person has a minimum of a Master's degree since the person is responsible for documents insured for millions of dollars. There is currently \$505,180 in the account for the archives. The balance is growing by approximately \$115,000/year. The state says we will be first on the list for grant opportunities once we get our building. The committee tasked Bowers with researching other counties for information on how to advertise for the position, job title, hierarchy within the county, hours, residence requirement, and many other questions.

The next meeting of the Records Committee was set for December 8 at 5 pm in the Mayor's conference room where members will wear masks and social distance.

Patsy Lewis made a motion to adjourn and the meeting ended.