



Minutes

Date 02/25/2026 Start Time 11:00 AM Adjournment Time 11:20 AM Location Library 502 & Teams
 Type of Meeting Regular Special

CHAIR	Heather R. Pilcher
SECRETARY	Katie Massey
ATTENDEES	Heather Pilcher, Katie Massey, Bill McCown, Chance Eppinette, Anthony Malta, Celia Webb, Sushma Krishnamurthy
ABSENT (EXCUSED)	N/A

Agenda

GENERAL ANNOUNCEMENTS		
Vault space 797 box spaces filled w/ 427 spaces left; Retention schedule renewal process to begin in January of 2028		
DISCUSSION TOPICS		
Preserving vault space; GOBA assessment requires security camera facing vault entrance;		
CONCLUSIONS		
Heather Pilcher will continue to monitor vault space, preserve current space by recycling used storage boxes, and working with departments to shred files on destruction schedule. Purchase of 15 cases of bankers boxes in process.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow-up regarding cameral purchase/installation	Chance Eppinette	Not determined

Approved by committee/council chair Yes on 2/25/2026