BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
ANNUAL MEETING OF THE LIBRARY RECORDS COMMISSION
MINUTES NOVEMBER 20, 2019

I. CALL TO ORDER: 4:01 p.m. by President, Mrs. Diane Wantz

- Present: Diane Wantz, Melanie Majikas, Sue Wilcosky, Sonja Maier, Terri Mervo, Colleen Snyder
- Staff Present: Cheryl Kuonen, Jen Grill, Sue Fram

II. REVIEW APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE LIBRARY RECORDS

#19-104 RESOLUTION:
On a motion by Mrs. Mervo, seconded by Mrs. Wilcosky, the Records Commission Board resolved to approve the disposal of the presented obsolete audited library records in accordance with the established procedures.

Mr. Hyla arrived at 4:02 p.m.

Mrs. Snyder stated that these records will be disposed under the old policy standards, and include all formats.

Roll Call: Ayes (7) Mrs. Majikas, Mr. Hyla, Mrs. Maier, Mrs. Wantz, Mrs. Mervo, Mrs. Wilcosky, Mrs. Snyder; Nays (0). Motion carried.

III. APPROVE RC-2 SCHEDULE

#19-105 RESOLUTION:
On a motion by Mrs. Maier, seconded by Mrs. Wilcosky, the Records Commission Board resolved to approve the presented Records Retention Schedule (RC-2).

Mrs. Snyder stated that this new schedule was developed by all of Administration for annual disposal of records. Mrs. Snyder added that the records will go on to the Ohio Historical Society and the Auditor of State. HR assistant Nancy Morris was thanked for her extensive work on this project.

Roll Call: Ayes (7) Mrs. Mervo, Mrs. Wilcosky, Mrs. Wantz, Mr. Hyla, Mrs. Maier, Mrs. Majikas, Mrs. Snyder; Nays (0). Motion carried.

IV. NEW BUSINESS - None

V. ADJOURN

#19-106 RESOLUTION:
Mrs. Wantz adjourned the meeting at 4:04 p.m. without objection.