

**Records Commission Meeting Minutes  
December 17, 2019  
4:50 p.m.  
Parma-Snow Branch Auditorium**

**Call to Order**

Chairperson Shlonsky called the meeting to order at 4:50 p.m. In attendance were Trustee Blakemore, Trustee Davies, Trustee Leonard, Trustee Shlonsky, Trustee Spangler and Trustee Varley as well as Executive Director Strobel; Assistant Finance Director Dolan; Director Communications & External Relations Rich; Literacy and Learning Division Director Jankowski; Facilities Director Mori; Branch Services Director-East Bracken; Technical Services Director Barden; Development Director Hawes; Acting Human Resources Director Miller; Union Representatives and other interested observers.

**Commission Members Present**

**Present:** Edward H. Blakemore; Allyn Davies; William J. Leonard; Scott Morgan; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley – 7.

**Absent:** Dean E. DePiero; – 1.

**Approval of Minutes**

Chairperson Shlonsky requested a motion to approve the minutes from the February 27, 2018 meeting of the Records Commission.

The motion to approve the minutes was made by Trustee Blakemore. The motion was seconded by Trustee Leonard and the motion was approved by a unanimous vote of the Commission members present.

**Overview of the Role of the Records Commission, and Commission Make-up**

Deputy Fiscal Officer Dolan informed the Commission that Operations Director and Fiscal Officer Scott Morgan is a member of the Records Commission along with the Board as required by Ohio Sunshine Laws Ohio Revised Code (ORC). We must create a retention schedule from time to time to add items or delete items from which the Commission approves. Any public document the Library does electronically, or paper must be on the retention schedule in order to be destroyed. If we find a document not on the retention schedule it cannot be destroyed until it is added to the schedule and comes back to the Commission. We do a destruction once or twice a year.

Assistant Finance Director Dolan stated there are no changes to the schedule this year. We are having this meeting because we are required by law to have a records commission meeting at least once in a calendar year.

**Adjournment**

The Records Commission Meeting adjourned at 4:54 p.m.