

Records Commission Meeting Minutes
February 27, 2018
5:50 p.m.
Administration Building Auditorium

Call to Order

Chairperson Shlonsky called the meeting to order at 5:51 pm. In attendance were Trustee Blakemore, Trustee DePiero, Trustee Leonard, Trustee Shlonsky, Trustee Spangler and Trustee Varley as well as Executive Director Feldman; Deputy Director Strobel; Assistant Finance Director Dolan; Human Resources Director Sample; Literacy and Learning Division Director Jankowski; Assistant Director Adult Education Services Susan Sheehan; Assistant Development Director Marnecheck, Union Representatives and other interested observers.

Commission Members Present

Present: Edward H. Blakemore; Dean E. DePiero; William J. Leonard; Scott Morgan; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley – 7.

Absent: Elizabeth Hijar; – 1.

Approval of Minutes

Chairperson Shlonsky requested a motion to approve the minutes from the December 19, 2017 meeting of the Records Commission.

The motion to approve the minutes was made by Trustee Leonard. The motion was seconded by Trustee Blakemore 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 Commission as required by Ohio Revised Code (ORC). Director Morgan stated because of the way the old registers processed the credit cards they couldn't read the chips and are not compliant at all. We will install brand new credit card readers to the registers. We have data on the old registers and to wipe them clean we are asking for permission to do a one-time disposal of those records we consider obsolete from the old cash registers at the branches.

Motion for Approval

Chairperson Shlonsky requested a motion to approve the RC-1 as presented. Trustee Blakemore moved approval and Trustee Leonard seconded the motion to approve the Cuyahoga County Public Library Records Retention Schedule updates as presented. Seeing no additional discussion, the schedule updates were approved as presented by a unanimous vote of the Commission members

Adjournment

The Records Commission Meeting adjourned at 5:55 p.m.