

**BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
ANNUAL MEETING OF THE LIBRARY RECORDS COMMISSION
MINUTES NOVEMBER 15, 2023**

I. CALL TO ORDER: 6:00 p.m. by Vice President, Mrs. Sue Wilcosky

- *Present:* Sue Wilcosky, Sarah Strang, Melanie Majikas, Mike Scipione, Tom Davis, Laurie Kosanovich
- *Excused:* Christine Henninger, Colleen Snyder
- *Staff Present:* Cheryl Kuonen, Jen Grill, Sue Fram
- *Others present:* Keith Segina, staff SEIU Representative

II. MOTION TO APPROVE REVISED POLICY

#23-097 RESOLUTION:

On a motion by Mrs. Wilcosky, seconded by Mrs. Majikas, the Records Commission Board resolved to approve the updated Records Retention Schedule as presented.

**#23-097
APPROVAL OF
REVISED POLICY**

Mrs. Kuonen reviewed additions and modifications made to the policy and added that emails of the Executive Director, Deputy Director/HR Manager, and Fiscal Officer are archived by Clevnet. After Board approval, the policy will be sent to the Historical Society for approval and then the Auditor of State for approval.

*↑
ohio*

Roll Call: Ayes (6) Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky, Mr. Davis, Mrs. Kosanovich, Mr. Scipione; Nays (0). Motion carried.

III. MOTION FOR CONTINUATION OF CURRENT POLICY

#23-098 RESOLUTION:

On a motion by Mr. Davis, seconded by Mrs. Strang, the Records Commission Board resolved to approve the disposal of obsolete audited library records in accordance with the established policy and procedures.

**#23-098
APPLICATION FOR
ONE-TIME
DISPOSAL OF
OBSOLETE
LIBRARY RECORDS**

Mrs. Kuonen stated that these records will be disposed under the policy and schedule.

Roll Call: Ayes (6) Mr. Scipione, Mr. Davis, Mrs. Kosanovich, Mrs. Majikas, Mrs. Strang, Mrs. Wilcosky; Nays (0). Motion carried.

IV. ADJOURN

#23-099 RESOLUTION:

Mrs. Wilcosky adjourned the meeting at 6:05 p.m. without objection.

**#23-099
ADJOURNMENT**

SUBMITTED BY: *Sarah Strang* Secretary

APPROVED BY: *S Wilcosky* President