BOARD OF TRUSTEES
MENTOR PUBLIC LIBRARY
ANNUAL MEETING OF THE LIBRARY RECORDS COMMISSION
MINUTES NOVEMBER 12, 2025

I. CALL TO ORDER: 6:45 p.m. by President, Sarah Strang

- *Present:* Sarah Strang, Andrew Mitcham Sue Wilcosky, Jen McGee, Chris Gallagher, Greg Markell, Colleen Snyder
- *Excused:* Laurie Kosanovich
- *Staff Present:* Cheryl Kuonen, Jen Grill, Sue Fram

II. MOTION FOR CONTINUATION OF CURRENT POLICY

#25-096 RESOLUTION:
On a motion by Ms. McGee, seconded by Mr. Mitcham, the Records Commission Board resolved to approve the disposal of obsolete audited library records in accordance with the established policy and procedures.

#25-096 APPROVAL OF CURRENT POLICY

Keith Segina, staff SEIU representative, joined the meeting at 6:46 p.m.

Mrs. Snyder stated that the Records Retention Schedule was updated 2-3 years ago and the Library follows the schedule to the best of its ability. Most of the Library's records are now saved digitally and backed-up.

Roll Call: Ayes (7) Mrs. Wilcosky, Mr. Markell, Mr. Mitcham, Ms. McGee, Mr. Gallagher, Mrs. Snyder, Mrs. Strang; Nays (0). Motion carried.

III. ADJOURN

#25-097 RESOLUTION:
Mrs. Strang adjourned the meeting at 6:47 p.m. without objection.

#25-097 ADJOURNMENT

SUBMITTED BY: _____Secretary

APPROVED BY: _____President