

Minutes of Records Commission Meeting

November 19, 2019

The Geauga County Public Library Board of Trustees met for the Records Commission Meeting on Tuesday, November 19, 2019 at the Administrative Center.

Call to Order and Roll Call: President Paul Newman called the meeting to order at 4:00 and the roll call was conducted.

Present: Karen Delano, Josh Hutchinson, Paul Newman, Larry Pitorak, Kate Pitrone, Jake Yanchar, Ed Worso – Director, Kris Carroll - Assistant Director, Lisa Havlin-Fiscal Officer.

Also Present: Eric Coulbourne, Patrick Culliton, Katy Farrell, Becki Gierman, Rachael Hartman, Patrick Jolly, Judy Lasco, Lisa Luoma, Dawn, Malaska, Marlene Pelyhes, Mike Pope, Chris Reda, and Deborah Schrock.

Guests: Kathy McClure, Al and Kathy Catani

Approval of the Records Retention Schedule: Exhibit 11/19/A
Josh Hutchinson made a motion, seconded by Karen Delano to approve the changes to the Records Retention Schedule Form RC2 as presented.
The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone, Yanchar
Nays: None

Approval of the Disposal of Records: Exhibit 11/19/B
Karen Delano made a motion, seconded by Kate Pitrone to approve the Disposal of Records form RC3 as presented.
The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitorak, Pitrone, Yanchar
Nays: None

Adjourn:
Karen Delano made a motion, seconded by Kate Pitrone, to adjourn the meeting. The motion passed and the meeting adjourned at 4:40 P.M.

Paul A. Newman, President

Josh Hutchinson, Secretary