

Minutes of Records Commission Meeting

November 16, 2021

The Geauga County Public Library Board of Trustees met for the Records Commission Meeting on Tuesday, November 16, 2021, at the Thompson Branch.

**Call to Order and Roll Call:** President Josh Hutchinson called the meeting to order at 4:01 and the roll call was conducted.

Present: Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Jake Yanchar  
Kris Carroll - Assistant Director and Lisa Havlin – Fiscal Officer.

Also Present: Kevin Barton, Patrick Culliton, Alicia Evans, Katy Farrell, Rebecca Gierman,  
Rachael Hartman, Patrick Jolly, Judy Lasco, Marlene Pelyhes, Michael Pope,  
Christine Reda

**Approval of the Records Retention Schedule:**

Exhibit 11/21/RC/A

Paul Newman made a motion, seconded by Kate Pitrone to approve the changes to the Records Retention Schedule Form RC2 as presented.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

**Approval of the Disposal of Records:**

Exhibit 11/21/RC/B

Kate Pitrone made a motion, seconded by Paul Newman to approve the Disposal of Records form RC3 as presented.

The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

**Adjourn:**

Paul Newman made a motion, seconded by Kate Pitrone, to adjourn the meeting. The motion passed and the meeting adjourned at 4:05 P.M.

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Joshua Hutchinson, President

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Kate Pitrone, Secretary